

FEDERAL BUREAU OF INVESTIGATION
FOI/PA
DELETED PAGE INFORMATION SHEET
FOI/PA# 1346539-0

Total Deleted Page(s) = 39

Page 57 ~ Referral/Direct;
Page 58 ~ Referral/Direct;
Page 59 ~ Referral/Direct;
Page 60 ~ Referral/Direct;
Page 61 ~ Referral/Direct;
Page 62 ~ Referral/Direct;
Page 63 ~ Referral/Direct;
Page 64 ~ Referral/Direct;
Page 65 ~ Referral/Direct;
Page 66 ~ Referral/Direct;
Page 67 ~ Referral/Direct;
Page 72 ~ Referral/Direct;
Page 74 ~ Referral/Direct;
Page 75 ~ Referral/Direct;
Page 76 ~ Referral/Direct;
Page 77 ~ Referral/Direct;
Page 78 ~ Referral/Direct;
Page 79 ~ Referral/Direct;
Page 80 ~ Referral/Direct;
Page 81 ~ Referral/Direct;
Page 82 ~ Referral/Direct;
Page 83 ~ Referral/Direct;
Page 84 ~ Referral/Direct;
Page 98 ~ Referral/Direct; Referral/Consult;
Page 120 ~ Referral/Direct;
Page 134 ~ Duplicate - 66-HQ-17381 (Serial 34);
Page 135 ~ Duplicate - 66-HQ-17381 (Serial 34);
Page 136 ~ Duplicate - 66-HQ-17381 (Serial 34);
Page 137 ~ Duplicate - 66-HQ-17381 (Serial 34);
Page 138 ~ Duplicate - 66-HQ-17381 (Serial 34);
Page 139 ~ Duplicate - 66-HQ-17381 (Serial 34);
Page 140 ~ Duplicate - 66-HQ-17381 (Serial 34);
Page 171 ~ Referral/Direct;
Page 172 ~ Referral/Direct;
Page 173 ~ Referral/Direct;
Page 174 ~ Referral/Direct;
Page 175 ~ Referral/Direct;
Page 176 ~ Referral/Direct;
Page 177 ~ Referral/Direct;

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X Deleted Page(s) X
X No Duplication Fee X
X For this Page X
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: May 18, 1950

FROM : D. M. LADD

SUBJECT: ~~NAVY~~ NAVAL DISASTER HEADQUARTERS

Tolson

Ladd

Clegg

Glavin

Nichols

Rosen

Tracy

Harbo

Mohr

Tele. Room

Nease

Gandy

At a recent meeting of the IIC Working Committee, Captain DuBois advised me that the Navy, in its disaster plans, has established its emergency headquarters at Princeton, New Jersey. He advised that he would appreciate being advised of the Bureau's alternate headquarters, at such time as the Bureau's alternate headquarters is established, in order that the appropriate plans can be perfected for the immediate establishment of liaison between Navy disaster headquarters and the alternate Bureau headquarters in case of an emergency.

Captain DuBois was advised that he would be notified of the location of the Bureau's alternate headquarters at such time as plans in this regard are completed by the Bureau.

This should be brought to spec. Conference for consideration

5719

RECORDED - 88
INDEXED - 88

SEP 5 1950

19

FIVE

63 OCT 5 1950

Bureau War Plans - Alternate
Headquarters Seat of Government

VTKQSA

4/15

CDK

2
yes

SE BK

X Long Memo to Dir
6-1-50
AMH

199

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: June 1, 1950

FROM : THE EXECUTIVES' CONFERENCE

SUBJECT: Bureau War Plans
AUXILIARY SPACE FOR THE BUREAU
S.O.G.

Tolson

Ladd

Clegg

Glavin

Nichols

Rosen

Tracy

Harbo

Mohr

Nease

Gandy

At the Executives' Conference, May 31, 1950, Messrs. Tolson, Harbo, Mohr, McGuire, McIntire, Carlson, Rosen, Glavin, Tracy and Belmont in attendance, the Conference was advised that Captain DuBois, of the Navy, in connection with the Navy Disaster Plans, advised that the Navy has established its emergency headquarters at Princeton, New Jersey, and that he would appreciate being advised of the Bureau's alternate headquarters, at such time as the Bureau's alternate headquarters is established, in order that the appropriate plans can be perfected for the immediate establishment of liaison between Navy Disaster Headquarters and the alternate Bureau headquarters in case of an emergency.

It was pointed out that in February and March, 1942, a survey was made by the Training and Inspection Division in nearby Maryland and Virginia areas to locate auxiliary space for the Bureau which would be used in the event of an emergency. Specifically, survey of available space was made at Warrenton and Leesburg, Virginia, and at Marlboro, Waldorf, Hughesville, LaPlata, Olney, Rockville and Frederick, Maryland. The survey reflected that the best available space from all standpoints was at Frederick, Maryland.

In view of the present international situation, the Executives' Conference was of the unanimous opinion that an additional survey should be made by the Training and Inspection Division at this time, looking toward auxiliary space which would be available for the Bureau in the event of an emergency. In the event you approve, a survey will be conducted.

Respectfully,
For the Conference

Clyde Tolson

CC - Mr. H. H. Clegg
Mr. J. P. Mohr

AHB:tlc

RECORDED - 88

SEP 5 1950

19

52 OCT 3 1950

RECORDED COPY FILED IN 66-2554-7865X

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Clegg

DATE: June 29, 1950

FROM : W. R. Glavin

SUBJECT: AUXILIARY SPACE FOR THE BUREAUI.S.O.G.

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

Reference is made to the attached memorandum prepared by Mr. Sizoo for your attention concerning the auxiliary space for the Bureau, wherein you request my observations concerning the entire matter.

I am most sorry, but I cannot agree with the setup for auxiliary space for the Bureau in time of emergency. I make this statement because of the fact that should an emergency arise, I am definitely certain that we would have no opportunity to transport thousands of file cabinets and fingerprint cabinets, and miscellaneous furniture over trunk highways, which would necessarily have to be utilized by the military and by citizens for evacuation purposes.

I personally feel that if auxiliary space is to be set up in case of emergency that we should have a headquarters command with sufficient space for the Director and his staff, which would permit the handling of emergent matters under such emergency conditions. I feel that sufficient space must necessarily be available for radio facilities and in suggesting space it would be well to give consideration to availability of emergency radio sites. I feel that the majority of our routine files, including the fingerprint files, would necessarily have to be handled on an emergency basis in the city of Washington by possible volunteers.

I would like further to point out that insofar as the Fredericksburg, Virginia, location is concerned, this city undoubtedly would be one of the targets for any attacking force. Why? Because it is on the main highway to the south, ~~and~~ rail facilities go through the city and it could be easily spotted from the air due to its location near the river. I do not feel that such a spot would be desirable.

Harrisonburg, Virginia, would be less likely to be in the line of attack and it appears that sufficient space would be available there. Although, again, I point out that I don't feel that we should endeavor to secure anything like 500,000 square feet of space for emergency work. We must bear in mind that our mail and other facilities would be jammed. There wouldn't be any routine deliveries and an emergency headquarters could not handle all of the mail and correspondence and such matters that are handled at the Bureau at the present time.

The same is true of the Staunton and Charlottesville, Virginia, locations, although I definitely feel that insofar as the University of Virginia is concerned, this space would not under any circumstance be available for Bureau occupancy.

RECORDED - 88

166-17381-3
SEP 5 1950

OCT 10 1950

7/10-AM:dgf Attachment

Memorandum for Mr. Clegg

With reference to Frederick and Westminster, Maryland, again we have the situation of the city being on a main trunk line, also being a railroad town and, in addition, being near certain Army installations. I would recommend discontinuance of consideration of Frederick and Westminster for any emergency headquarters for the Bureau.

With reference to Richmond, Virginia, the location of Richmond, its rail centers, its important industries, are sufficient in my mind to disqualify it as an emergency headquarters city. Again, it would be a city vulnerable to attack, easy to locate and, being one of the larger cities in the south, a desirable target for any attacking forces.

It is respectfully suggested that in further consideration of this particular matter, that thought be given to what facilities of the Bureau would necessarily have to be moved, taking into consideration the chaos which would be existing at the time of such a move and also taking into consideration that regular rail, highway and other traffic would be disrupted; that, too, normal means of communication would be disrupted. I personally feel that a small compact unit in an out of the way section in the Blue Ridge for the housing of absolutely essential activities of the Bureau would be the answer to our problem. This location should be such that emergency radio facilities could be installed so that radio communication could be had with other sections of the Bureau regardless of where they might then be located. I personally feel that in case of emergency we are going to have to realize that we cannot transport all of our files regardless of their importance from their present locations in Washington.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLEGG *W. J. A. Sizoo*

FROM : J. A. SIZOO

SUBJECT: AUXILIARY SPACE FOR THE BUREAU

DATE: June 21, 1950

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

In accordance with instructions appearing in the attached Executive Conference memorandum dated 6-1-50, a survey was made of the likely cities in a radius of approximately 100 miles of Washington in an effort to locate facilities which could be used by the Bureau as emergency headquarters in the event of bombing of Washington or if bombing becomes imminent. It was determined that the Bureau now occupies approximately 485,000 square feet of space of which the Identification Division occupies about 276,000 square feet. Therefore, space in the amount of approximately 500,000 square feet was sought. Consideration was given to the fact that certain areas already have vital facilities located therein which would normally be the target of enemy bombing. Consideration was not given to facilities such as American University, Maryland University, etc., located in areas immediately adjacent to Washington. *W. J. A. Sizoo*

There is set forth in the order in which I consider them most desirable the areas containing facilities which might possibly serve as emergency headquarters. No information as to the actual availability of any of these facilities in the event of an emergency is now known.

1. FREDRICKSBURG, VIRGINIA The city of Fredricksburg is located about 60 miles South of Washington on Highway No. 1. It is on the Richmond, Frederick, Potomac Railway and has an airport. Its population is approximately 10,000 to 12,000. It has 4 or 5 hotels; however, only one has as many as 100 rooms. There are, in addition, several tourist courts or motels along the highway in the vicinity.

In Fredricksburg there is located Mary Washington College which is a girls' school. It is about 1/4 mile from down town Fredricksburg. There are 13 buildings and 2 additional ones under construction. One of those under construction, according to workmen, will be a electric power plant, the other will be a central heating plant for the college. It has its own water tower. All are of substantial brick construction except 2 which are of wooden frame construction and appear to be residences. Both are of fair size. The buildings are situated in a large group of towering trees surrounded by a fence approximately 12 feet high. There are 2 entrances. The water tower and new heating plant are not within the fenced area. There are large lawn areas around which the buildings are located but the buildings themselves are among trees. There is additional space within the grounds some of which is now used for recreational areas. Some of the buildings are 2 stories high others are 3 stories in height. There is approximately 335,000 square feet of building space above the basement levels. There is about 130,000 square feet of basement space all of which appears to be of full size and to have full length windows. This would give a total of 465,000 square feet. These figures

ENCLOSURE

Attachment COPIES DESTROYED

JAS:atp

10 SEP 30 1969

RECORDED - 88

SEP 5 1950

19

*times not attached
under 9/15
9/15*

*mem. Cole
Mr. 6-29-50*

*Ex. Conf. Memo
7/5/50 J. H. Mc. d. g. h*

*166-17381-3
SEP 5 1950
19*

are based on outside measurements and some deductions would of course have to be made for halls, stairways, etc. There is also attic space in each of the buildings. It is believed that the Bureau could be accommodated in Fredricksburg if this college could be acquired considering the fact that this space could be augmented by the use of hotels or large residences in the area. The Stratford Hotel, which is a 70 room hotel and appears to be in good repair, is located on Highway No. 1 a short distance from the college and would accommodate a small division such as the Training and Inspection Division or serve as a "Command Headquarters" for top Bureau officials and staff. Then too, the additional area in the grounds of the college could be used for the construction of temporary buildings, housing or otherwise.

It is pointed out that Fredricksburg is approximately 30 miles from Quantico, Virginia which would permit the convenient use of training facilities there if we desired to use them. This location is within convenient automobile, bus, and train travel distance of Washington as well as Quantico. While this has some advantages it also has a disadvantage as far as the danger of bombing is concerned. It should also be noted that Fredricksburg is on the Rappahannock river. However, there are no vital facilities now located there and there is some doubt if an enemy would single out and seek FBI headquarters for bombing purposes. Furthermore, it is believed that the grounds of the college lend themselves to camouflaging and it is believed that at this location the Bureau headquarters could be adequately protected against acts of sabotage or distruction from persons operating within the United States. Considering all facts it is believed that this is a desirable location.

2. HARRISONBURG, VIRGINIA The city of Harrisonburg is located in the Shenandoah Valley, between the Blue Ridge Mountains on the East and the Shenandoah Mountains on the West, on the Southern Railroad and on Highway No. 11 approximately 125 miles Southwest of Washington. It has a population of about 15,000 people and has a small airport. It has no large hotels, the largest having 100 rooms.

In Harrisonburg there is located Madison College which is a Virginia State Teachers College for women. There are 20 buildings on the college campus all of which except for three are of stone construction. The walls appear to be about a foot thick. The other 3 buildings are frame residences but which appear to be in reasonably good repair. One of the buildings is a large residence at the top of the ridge overlooking the College grounds on one side and the valley on the other side to the Blue Ridge Mountains. The total floor space of the College is approximately 500,000 square feet. Of this 125,000 is basement space but such space appears to be of full height and has full sized windows. There is also attic space in most of the buildings. These figures are based on outside measurements but it is believed that even with the deductions of hall space, stairs, etc., there would be almost enough space to accommodate the whole Bureau. This space could be augmented if necessary by the use of the Augusta Military Academy at Fort Defiance, Virginia, 15 miles to the South of Harrisonburg, which has approximately 175,000 square feet of space, is located in a rural area along Highway No. 11, and it is believed that firearms ranges, etc., could be constructed nearby. However,

it does not appear to be in the best of repair. The use of hotels or residences in the general vicinities, many of which are quite large, could also be considered.

It is felt that the Bureau headquarters could be conveniently accommodated in the area if Madison College could be obtained. It should be noted that this area is protected by its geographical location in the Shenandoah Valley. It is, however, a considerable distance from Washington but rail and bus transportation are available. It is noted that there is one vital facility in the general area. Merck and Company has a chemical plant at Elkton, Virginia which is about 17 miles East of Harrisonburg.

(1) 3. CHARLOTTSVILLE, VIRGINIA Charlottesville, Virginia is located about 116 miles from Washington on the Southern Railway and on Highways No. 29 and 250. It has a population of 20,000 to 25,000 and has its own airport. It is a university town and therefore has many rooming houses, etc.

The University of Virginia is located in Charlottesville and at this time has a group of 10 new 4 story buildings under construction. Each building appears to have about 32,000 square feet making a total of approximately 320,000 square feet now under construction. The existing buildings appear to contain at least twice as much space as the new buildings under construction. It therefore appears that there is in excess of 1,000,000 square feet of space on the University of Virginia campus. All buildings appear to be of substantial brick construction and are in excellent condition.

The Monticello Hotel is the only one of any size in Charlottesville. It has 150 rooms and appears to contain in all approximately 60,000 square feet. There are also many large homes in Charlottesville and the surrounding area. There is certainly sufficient space on the University of Virginia Campus to accommodate the Bureau. In fact, the Bureau could be accommodated and the University continue to operate on a large scale. It should be noted that the requisitioning of other institutions mentioned herein would put them out of business while this would not be the case with the University of Virginia. However, there is of course a likelihood that the defense establishment would also want to use the University of Virginia for training purposes in the event of hostilities. This is a co-educational school and it is believed that more competition for the space would be encountered from the Army and Navy than would be the case if efforts were made to acquire a girls' school.

4. STAUNTON, VIRGINIA Staunton, Virginia is located in the Shenandoah Valley on the Southern Railway, on Highways No. 11 and 250, about 140 miles from Washington. It is a city of 15,000 to 20,000 population and has a small airport. It has one fair sized hotel, The Stonewall Jackson which has 100 rooms. This hotel appears to be a modern fireproof one and in good state of repair. Also about 1 mile North of Staunton on Highway No. 11 is Ingleside Hotel. This hotel while advertising only 49 rooms but appears large for a hotel of this size. It measures approximately 200 feet in length by 75 feet in width. It is 3 stories high and is surrounded by a golf course. It is situated about 300 yards off highway 11 on a high knoll. In the event other space mentioned immediately following is sought, the Ingleside Hotel would serve very well as a "Command Headquarters" for top Bureau officials and clerical staff or could accommodate a division or section which can be

separated from the rest of the Bureau. It is in a sufficiently rural area so that firearms ranges etc. could be constructed near by.

Located in the city of Staunton about 1/4 mile Northeast of the downtown area is the Staunton Military Academy. Seven buildings are of brick construction and while not particularly new, they appear to be in a good state of repair. One building is of frame construction and is also in a reasonably good state of repair. There is approximately 275,000 square feet of space at this academy of which about 10,000 is good full sized basement space.

It was also noted that within about 2 blocks of Staunton Military Academy an apartment project is under construction. There are 4 large buildings which will have a total of approximately 30,000 square feet.

About 1 block from the main street of Staunton, Mary Baldwin College is located. It is a girls' school, and has approximately 10 buildings of which 8 are of substantial brick construction and appear to be in reasonably good repair. One of these is a one story heating plant. There are also 2 frame buildings which are not in particularly good repair. There is a total of approximately 150,000 square feet of space on the campus of which 25,000 feet is basement space out of full size.

Also located in Staunton is the Western Virginia State Mental Hospital. There are 10 large brick buildings varying in size from 3 to 5 stories. There is approximately 250,000 square feet of space in these buildings. This institution is located on Highway 11, a few blocks South of downtown Staunton on Highway 11 and along the highway but within the enclosure which surrounds the hospital, there are 5 large brick residences 2 stories high. It is estimated that these 5 residences contain approximately 35,000 square feet.

On Highway 250 approximately 1 mile East of Staunton there is located the DeJarnette State Sanatorium which consists of 2 large buildings having approximately 140,000 square feet of space.

Also on Highway No. 250 about 3 miles East of Staunton there is located the Woodrow Wilson Educational Center. Located in the Center are the Woodrow Wilson High School, The State Rehabilitation Center, U. S. Naval Reserve Training Center, Service Garage, etc. for county school busses. This installation was about 3/10 of a mile square and had a series of 1 story buildings covering about 1/3 of the area. It is estimated that there is about 300,000 square feet of building space located in the Center.

By the use of the Staunton Military Academy and Mary Baldwin College and a combination of other facilities in the area it appears that there would be sufficient space to accommodate the Bureau. It should be noted that in this connection the Augusta Military Academy previously mentioned as having 175,000 square feet of space is located approximately 10 miles North of Staunton. This would make a total of 600,000 square feet. The Fishburn Military Academy located at Waynesboro, Virginia about 11 miles East of Staunton and has approximately 70,000 square feet of space. Also in Waynesboro is the Hotel General Wayne which previously had 50 rooms but has an additional portion under construction which will more than double its space. The area in which Staunton is located.

is protected by the Blue Ridge Mountains on the East and the Shenandoah Mountains on the West. However, it is a considerable distance from Washington and it should be noted that there is a large DuPont plant at Waynesboro listed as a vital facility. It is believed, however, that the area could absorb the additional personnel of the Bureau. Many of the schools mentioned are equipped for boarding students. There are many tourist courts and motels in the area many of which are heated.

5. FREDERICK AND WESTMINSTER, MARYLAND Frederick, Maryland is located 46 miles Northwest of Washington and 46 West of Baltimore on the B & O Railroad and has a small airport. It is on Highways 240 and 40. Frederick, however, has one vital facility which might well be the target of enemy bombing. It is Camp Detrick which is reported at this time to be the Army's only Bacteriological Warfare Research Center. This is a large installation covering acres of ground and located about 1 mile West of Frederick.

The largest single institute in Frederick is Hood College which is a girls' school and has 9 buildings all of substantial brick construction. There is a total of approximately 295,000 square feet of which 45,000 is basement space. However, this basement space is full height and has full sized windows. Hood College is located about 1/2 mile West of down town Frederick within walking distance of the down town area but is only about 1/2 mile from Camp Detrick. It is located in a good residential area and many fine homes are near by. There are the following additional buildings or groups of buildings of reasonable size in Frederick.

1. Maryland State School for the Deaf, South Market Street, brick construction, about 200,000 square feet.

2. Catholic School and Sisters' Home, 200 block of East Second Street, brick construction, about 100,000 square feet.

3. Francis Scott Key Hotel, down town Frederick, 200 rooms, about 50,000 square feet.

4. YMCA, Masonic Temple, Pythias Castle, and an apartment building in the same block with Francis Scott Key, about 50,000 square feet.

5. Frederick National Guard Armory, West Second and Bentz Streets, about 20,000 square feet.

6. Barbara Fritchie Candy Factory, on Highway 240, 1/2 mile South of Frederick, Quonset Hut type building about 15,000 square feet.

7. IOOF Home, about 1 mile North of Frederick on Highway 15, about 100,000 square feet.

In Westminster, Maryland which is approximately 30 miles Northwest of Frederick is located the Western Maryland College. This college has 20 buildings, 17 of which are of brick construction. Two of these are of rather old construction but the balance are new and appear to be substantial. Three

of the buildings are of frame construction though 1 has solid stone walls up to the second floor level. These 3 frame buildings appear to be residences and to be in good state of repair. There is a total of about 300,000 square feet of space on the campus. Of this about 30,000 is usable basement space of full height. This college is about 1/4 mile from the center of Frederick and the buildings are located along the ridge of a hill. They are adjoined on the West by an athletic field and golf course. Westminster is a town of approximately 6,000 people and is located on the Western Maryland Railroad. It has a small airport. It is about 60 miles North of Washington and 27 miles Northwest of Baltimore.

Also in the Frederick area is located the West Virginia State Normal School at Shepherdstown about 125 miles West of Frederick. There is approximately 50,000 square feet in the brick buildings which make up the school.

It is believed that if Hood College could be obtained and this space augmented by the Western Maryland State College at Westminster, the Bureau could be satisfactorily accommodated in the area. This would be a total of about 645,000 square feet. Of course, Hood College could also be augmented by other space in Frederick but it is believed that this would require splitting the Bureau up too much. It is not believed that the Bureau could be accommodated at Westminster alone. Westminster is a rather small town and there is no space of any size nearer than Frederick which could be used to augment the space of Western Maryland College.

6. RICHMOND, VIRGINIA Richmond is about 110 miles South of Washington on Highway No. 1 and the R. F. & P. and Southern Railroads. It has its own airport but has a large DuPont plant classified as a vital facility about 15 miles out of Richmond. There are also other facilities classified as vital in the city of Richmond. Richmond has 7 hotels over 100 rooms each, The Capitol, 111 rooms; The Jefferson, 350 rooms; The John Marshall, 400 rooms; The Murphy, 260 rooms; The Richmond, 300 rooms; The Rueger, 130 rooms; and The William Byrd, 200 rooms. It is estimated that these hotels contain a total of close to 400,000 square feet.

There is located in the city of Richmond the Union Theological Seminary at 3401 Brook Road, which has approximately 175,000 square feet of space. It is of brick construction and has 5 separate buildings, each of which appear to be in reasonable repair. Across the road from the Union Theological Seminary is the Assembly School for Christian Workers which has about 70,000 square feet of space.

The Medical College of Virginia is located at 1200 East Broad Street, Richmond and consists of 6 large brick buildings, one of which serves as a hospital. There is a total of approximately 550,000 square feet of space here.

There is also a large tobacco warehouse on West Eighth and Lombardi Streets having a total of approximately 125,000 square feet.

The State Highway Department Building which is a modern 4 story office building located in the 1200 block of East Broad Street has approximately 70,000

square feet.

The Central National Bank Building located at Third and East Broad Streets is a first class commercial office building and appears to have about 160,000 square feet in space.

There are several large apartment developments in Richmond as follows:

1. Glenwood Farms, 1 mile Southwest of Richmond on Highway 360, a series of 1 and 2 story units, about 200,000 square feet.
2. Melvern Manor Apartments, Melvern and West Carry Streets, about 250,000 square feet.
3. Chesterfield Apartment, 900 block of West Franklin, about 90,000 square feet.
4. A 12 story apartment building at Franklin and Laurel, (800 block of West Franklin), about 120,000 square feet.
5. A 12 story apartment building at Franklin and Pine, (700 block of West Franklin), about 175,000 square feet.
6. An apartment development of 8 buildings, 2900 block of Chamberlayne, about 125,000 square feet.
7. The Wicker Apartments, 4200 block of Chamberlayne, about 120,000 square feet.
8. Chamberlayne Garden Apartments, 4300 block of Chamberlayne, about 200,000 square feet.

To accommodate the Bureau in Richmond would undoubtedly require splitting it up considerably. There appears to be no likelihood of obtaining space in the Medical College of Virginia. It would undoubtedly be necessary to use some hotels or apartments. It is believed that such space is not as desirable for our use as school or college space. It is further noted that there are present in the Richmond area vital facilities which might themselves be the object of enemy bombing.

RECOMMENDATION

That consideration be given to the designating of the Bureau's emergency headquarters in one of the above localities, preferably at Fredericksburg, Virginia using Mary Washington College or Harrisonburg, Virginia using Madison College. A map of the general area in question is attached.

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 7/5/50

FROM : EXECUTIVES CONFERENCE

SUBJECT: AUXILIARY SPACE FOR THE BUREAU

S.O.G.

Tolson	_____
Ladd	_____
Clegg	_____
Glavin	_____
Nichols	_____
Rosen	_____
Tracy	_____
Harbo	_____
Mohr	_____
Tele. Room	_____
Nease	_____
Gandy	_____

The Executives Conference on 7/3/50, consisting of Messrs. Tolson, Q. Tamm, Harbo, Belmont, Ladd, Carlson, Hargett and F. H. McIntire, considered the survey conducted by Special Agent J. A. Sizoo of the Training and Inspection Division relative to auxiliary space for the Bureau in the case of a national emergency.

PURPOSE AND RESULTS OF THE SURVEY:

This survey was conducted to locate space in the general vicinity of Washington, D. C. which could possibly be used as Bureau headquarters in the event it becomes necessary to evacuate Washington, D. C. Efforts were made to locate buildings in one general vicinity which would have a total of around 500,000 square feet of floor space, approximately what the Bureau now occupies. No contact was had with the individuals controlling the buildings considered. It was deemed inadvisable to make such direct contacts as this would more than likely lead to undue and undesirable publicity. Following are the areas having adequate space:

1. FREDRICKSBURG, VIRGINIA

Fredricksburg is 60 miles south of Washington, is on Highway No. 1, is on the Richmond, Frederick, Patomac Railway, has an airport, has a population of 10,000 to 12,000, and has 4 or 5 small hotels. Mary Washington College, a girls' school, is located 1/4 mile from downtown Fredricksburg, has 13 buildings and 2 additional ones under construction. One of those under construction is an electric power plant, the other a central heating plant for the college. All buildings are of brick construction, with the exception of 2 which are of wooden frame construction. The college has its own water tower and is surrounded by a 12 foot fence with two entrances. All buildings are two or three stories high and are located in a group of towering trees. The total floor space of this college is approximately 465,000 square feet. The Stratford Hotel, located on Highway No. 1 a short distance from the college, has 70 rooms, appears to be in good repair, and could house a small division or could serve as a "Command Headquarters" for top Bureau officials and staff. Fredricksburg is approximately 30 miles from Quantico, and would permit continued use of Quantico training facilities. There are no vital facilities located near Fredricksburg, but it is on a railway and on the Rappahanock River which would make it easily located for a bombing target. In view of the towering trees, however, the grounds of Mary Washington College lend themselves to camouflage.

2. HARRISONBURG, VIRGINIA

This city is located in the Shenandoah Valley between the Blue Ridge and Shenandoah Mountains, is on the Southern Railroad, on Highway No. 11, is approximately 125 miles southwest of Washington, has an airport and has a population of 15,000. Madison College, a Virginia State Teachers College for women, is located

cc: Mr. Clegg
Mr. Mohr
FHM:dgh

JUL 29 1950

RECORDED - 88

INDEXED - 88

SEP 5 1950

PERSON

TWO

UNRECORDED COPY FILED IN 66-2554-8104

in Harrisonburg. This college has 20 buildings, 17 of which are of stone construction, the remaining 3 being frame residences which appear to be in good repair. One of these buildings is a large residence at the top of the ridge overlooking the college grounds. The total floor space of this college is approximately 500,000 square feet. This space could be augmented by Augusta Military Academy at Fort Defiance, Virginia, 15 miles south of Harrisonburg. This Academy has approximately 175,000 square feet of space and is located in a rural area along Highway No. 11. Firearms ranges and other training facilities could be constructed nearby. This area is generally protected by its geographical location in the Shenandoah Valley. One vital facility, Merck and Company, a chemical plant, is located at Elkton, Virginia, 17 miles east of Harrisonburg.

3. CHARLOTTESVILLE, VIRGINIA

Charlottesville, Virginia, is located 116 miles from Washington on the Southern Railway, on Highways Nos. 29 and 250, has an airport, and has an estimated population of 20,000 to 25,000. It is the site of the University of Virginia, and the city has many rooming houses which would be desirable for Bureau personnel. The University of Virginia has in excess of 1,000,000 square feet of floor space in buildings on the campus. Ten new four-story buildings, having a total of approximately 320,000 square feet, are under construction. All buildings are of substantial brick construction and are in excellent condition. The Monticello Hotel is located in Charlottesville, has 150 rooms and appears to contain in all approximately 60,000 square feet. The University of Virginia is a co-educational school. The Bureau could be adequately housed at the University of Virginia without putting this institution out of business. A great deal of competition probably would be had for this site as military authorities would probably want the University of Virginia to train men for armed services.

4. STAUNTON, VIRGINIA

Staunton, Virginia, is 140 miles from Washington, located in the Shenandoah Valley on the Southern Railway and on Highways Nos. 11 and 250. It has a population of 15,000 to 20,000 and has a small airport. The Stonewall Jackson, a modern, fireproof hotel of 100 rooms, is located at Staunton. One mile north of Staunton on Highway No. 11 is located the Ingleside Hotel which has 49 rooms, is approximately 200 feet in length and 75 feet in width. It is a three-story building, is approximately 300 yards off Highway No. 11 on a high knoll, is surrounded by a golf course and would serve very well as a "Command Headquarters" for top Bureau officials and their staffs. Staunton Military Academy is located 1/4 mile northwest of the downtown area, has 7 buildings of brick construction which are in a good state of repair, has one frame building in good repair, and has a total of about 275,000 square feet of space. Within two blocks of the Staunton Military Academy there is an apartment project consisting of 4 large buildings under construction which will have a total of about 30,000 square feet.

In downtown Staunton is located Mary Baldwin College, a girls' schools, which has 10 buildings, 8 of which are of brick construction and are in good repair, and 2 of which are of frame construction and are in fair condition. This college

has a total floor space of 150,000 square feet. Augusta Military Academy, mentioned under No. 2 above, is 10 miles north of Staunton. It has approximately 175,000 square feet of floor space. A combination of Staunton Military Academy, Mary Baldwin College, Augusta Military Academy and the Ingleside Hotel would more than adequately house the Bureau.

Staunton, Virginia, is located between the Blue Ridge and Shenandoah Mountains, and from this standpoint would be afforded some protection. It should be noted, however, that at Waynesboro, Virginia, 11 miles east of Staunton, there is located a large DuPont plant which is listed as a vital facility. The Bureau's personnel could be absorbed in this particular area as the schools mentioned are equipped for boarding students.

5. FREDERICK AND WESTMINSTER, MARYLAND

Frederick, Maryland, is located 46 miles northwest of Washington and 46 miles west of Baltimore on the B & O Railroad. It has a small airport, and is on Highways Nos. 240 and 40. One vital facility, namely, Camp Detrick which is reported to be the Army's only Bacteriological Warfare Research Center is located 1 mile west of Frederick. This would very probably be a target of enemy bombing. Hood College, a girls' school consisting of 9 buildings of brick construction having a total floor space of approximately 295,000 square feet, is located 1 mile west of downtown Frederick and also only 1/2 mile from Camp Detrick. Maryland State School For the Deaf is located in Frederick and has a total floor space of approximately 200,000 square feet. A Catholic School and Sisters' Home has approximately 100,000 square feet of space. The Francis Scott Key Hotel has 200 rooms and approximately 50,000 square feet of floor space. The Y.M.C.A., Masonic Temple, Pythias Castle and an apartment building in the same block with the Francis Scott Key Hotel have a total of approximately 50,000 square feet of floor space. The National Guard Armory has a total of 20,000 square feet of space and the Barbara Fritchie Candy Company has 15,000 square feet of floor space. The IOOF Home, 1 mile north of Frederick, has 100,000 square feet of floor space. A combination of some of the above-mentioned sites could easily house the entire Bureau.

Located at Westminster, Maryland, which is approximately 30 miles northwest of Frederick, is Western Maryland College which has 20 buildings, 17 of which are of brick construction and the majority of which are in very good shape. This college has a total of approximately 300,000 square feet of floor space. Westminster is a town of approximately 6,000 population, has a small airport and is located on the Western Maryland Railway. It is about 60 miles north of Washington and 27 miles northwest of Baltimore. The West Virginia State Normal School has approximately 50,000 square feet of floor space in its brick buildings. A combination of the space at Frederick and Westminster could easily house all of the Bureau's facilities.

6. RICHMOND, VIRGINIA

Richmond is located 110 miles south of Washington on Highway No. 1 and the R. F. & P. and Southern Railroads. It has its own airport, and has 7 hotels of over 100 rooms each, having a total space of 400,000 square feet. The Union Theological Seminary has a total of 175,000 square feet of brick buildings which are

in reasonably good repair. The Assembly School for Christian Workers has a total floor space of approximately 70,000 square feet. The Medical College of Virginia, which consists of 6 large brick buildings, has a total floor space of approximately 550,000 square feet. One of these buildings, however, serves as a hospital. In addition to the above, there are several large apartment developments in Richmond which would have floor space of well over 1,000,000 square feet. A combination of the various buildings in Richmond could easily house the Bureau. It should be noted, however, that Richmond is a rail center, is a large city which would very probably be a bombing target, and has a large DuPont plant nearby which is classified as a vital facility and other vital facilities located in the City of Richmond.

All of the members in attendance at the Executives Conference recommended Charlottesville, Virginia, the home of the University of Virginia, as the Bureau's No. 1 choice.

In advance of the Conference, Mr. Glavin who was not in attendance had submitted a memorandum of his views after reviewing the results of the survey. Mr. Glavin feels that should an emergency arise, we would have no opportunity to transport thousands of file cabinets, fingerprint cabinets and miscellaneous furniture over trunk highways as these would be utilized by the military as well as civilians for evacuation purposes. If we are to set up emergency space, Mr. Glavin recommends that a headquarters command with sufficient space for the Director and his staff, which would permit the handling of emergency matters under emergency conditions, be set up. Sufficient space would have to be available for radio facilities, and in selecting such a location consideration should be given to the availability for emergency radio sites. He observes that the majority of the routine files, including fingerprint files, would necessarily have to be handled on an emergency basis in Washington, possibly by volunteers.

Mr. Glavin believes that Fredericksburg, Virginia, would very definitely be the target of an attacking force since it is on the main highway to the south, rail facilities go through this city, and it could be easily spotted from the air due to its location near a river. He feels that Harrisonburg, Virginia, would be less likely to be in the line of attack, but he does not feel that we should endeavor to secure anything like 500,000 square feet of space for emergency work. Since our mail and other facilities would be jammed, there would be no routine deliveries, and an emergency headquarters could not handle all the mail and correspondence in such matters that are handled at the Bureau at the present time. He feels that the same is true of Staunton and Charlottesville, Virginia, and definitely feels that the University of Virginia space would not under any circumstances be available for Bureau occupancy. In regard to Frederick and Westminster, Maryland, he observes that again we have the situation of the city being on a main trunk line, being a railroad town and near an Army installation. He recommends discontinuance of any consideration of Frederick and Westminster, Maryland as emergency Bureau headquarters. In regard to Richmond, Virginia, he believes that the location of Richmond, its rail centers, and its important industries would make it a city vulnerable to attack, easy to locate, and being one of the larger cities in the south would be a desirable target for attacking forces.

Mr. Glavin recommends that in further consideration of this particular matter, thought be given to what facilities of the Bureau would necessarily have to be moved, taking into consideration the chaos which would be existing at the time of such a move, and also taking into consideration that regular rail, highway and other traffic would be disrupted; and that normal means of communication would also be disrupted. He feels that a small compact unit in an out-of-the-way section in the Blue Ridge for the housing of absolutely essential activities of the Bureau would be the answer to our problem. This location should be such that emergency radio facilities could be installed so that communication could be had with other sections of the Bureau regardless of where they might then be located. In case of emergency, Mr. Glavin feels that we must realize that we cannot transport all of our files, regardless of their importance, from their present locations in Washington.

All of the members in attendance at the Conference recommended that a representative from the Bureau and a representative from the Richmond Office who handles liaison with the President of the University of Virginia at Charlottesville, contact the President of the University of Virginia on a strictly confidential basis, and determine whether or not space could be acquired on the University of Virginia campus for use by the FBI in the event auxiliary space must be had.

Respectfully,
For the Conference

✓
Clyde Tolson

*Memo to Mr. Tolson
7/11/50 CLT/gv*

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

FROM : Mr. Jones. *Bureau War Plans*

SUBJECT: ESTABLISHMENT OF ALTERNATE HEADQUARTERS *Seat of Government*

DATE: July 10, 1950

It is respectfully suggested that in the selection of alternate headquarters for the Bureau the following aspects be given consideration:

SECURITY: Security should be subordinate to no other factor and no other factor should be considered until a totally secure location is selected with the possible exception of convenience of accessibility. Security in this matter should be threefold: from discovery, from ground attack, and from air attack. If our alternate headquarters is established in any community, or in any plainly observable site, its importance cannot be concealed for any length of time, and it follows that unless it is very heavily defended, a handful of determined individuals with nothing more than small arms can reduce it. Thus it would seem that an alternate headquarters should be selected with an extremely careful attention to terrain, in order to achieve the maximum protection from both discovery and attack by the type of guerrilla force we may expect to encounter. It is also true that the weapons organic to the Bureau are not sufficient in the event of an attack along the ground and it would seem proper to request the army to furnish automatic weapons and other defensive devices such as wire, sandbags, flares and the like, and certainly to include M-1 rifles. A thorough and painstaking preliminary map reconnaissance can be most helpful and I think the army has 1/20000 maps of most quadrants of area surrounding Washington in Virginia, West Virginia and Maryland.

ACCESSIBILITY: Accessibility is second only to security and it is suggested that a location within 100 to 150 miles of Washington be sufficient to requirements. It would seem that a maximum road net would be required and rail, water, or air facilities are not thought to be necessary.

CONVENIENCES: Living conveniences should not be considered until security is established, it is not difficult to do the best we can with what is available and a lot of ingenuity coupled with a minimum of equipment is sufficient.

EFFICIENCY: The point is not why a secure site does not afford efficiency, but how it can be made efficient.

DDC:mjp

RECORDED - 88

SEP 5 1950

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Egan _____
 Mr. Gurnea _____
 Mr. Harbo _____
 Mr. Mohr _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Tele. Room _____
 Mr. Nease _____
 Miss Holmes _____
 Miss Gandy _____

63 OCT 5 1950

166-17381-5
 CRIMINAL
 FIVE
 [Signature]

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

FROM : W. R. GLAVIN
Bureau of War Plans

SUBJECT: AUXILIARY SPACE FOR THE BUREAU
7 S.O.G.

DATE: July 11, 1950

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

Reference is made to the Executive Conference memorandum of 7/5/50, referring to the results of the survey for auxiliary space for the Bureau. You will recall that I was opposed to any mass movement of the Bureau at the time of such an extreme emergency and suggested that sufficient space be obtained for the Director and his Staff that would permit the handling of emergency matters under emergency conditions. It was my thought that a small compact unit in an out of the way section of the Blue Ridge Mountains be located for the use of absolutely essential activities of the Bureau. Over the past week-end I have conducted a discreet preliminary survey of two possible sites. These are Shepherdstown, West Virginia, and Winchester, Virginia. There follows a brief summary of the location and facilities of each town. I feel that the Shepherdstown site is the most desirable.

SHEPHERDSTOWN, WEST VIRGINIALOCATION

Shepherdstown is located 65 miles from Washington, D. C. by way of highways on the Maryland shore of the Potomac and 77 miles by roads on the Virginia shore. The Virginia road has the advantage of not being a trunk highway although the road is entirely acceptable for transportation purposes. Shepherdstown is in Jefferson County in West Virginia, the county seat of which is Charles Town. It is 11 miles north of Charles Town, 9 miles east of Martinsburg, West Virginia and 12 miles north of Harpers Ferry. There are 5 highways converging from all directions into the town.

TOWN FACILITIES

The one and only apparent industry of Shepherdstown is the Shepherd College of the West Virginia State Normal School System. The town which is approximately one square mile in area has a population of 1,000 people. There does not appear to be any other industry whatsoever in the immediate vicinity. There are two small newspapers in the town which have presses that could be utilized by the Bureau.

RECORDED - 88

166-17381-6
SERIALIZED
19

52 OCT 3 1950
Exec Conf / memo
7-14-50
PC / akc

Memo for Mr. Tolson (Con'd)

There is a voluntary fire department whose equipment appears to be fairly modern. There is no hospital in the town but one is located at Charles Town, 11 miles away. There are no hotels but the town contains numerous boarding houses utilized by the college students. A total of six church buildings are located in Shepherdstown. There appears to be an adequate supply of water and as a matter of fact, a rather small but active stream runs through the Shepherd College campus. The surrounding towns of Charles Town, Martinsburg, Harpers Ferry, and Hagerstown are fairly large centers where auxiliary housing and commercial facilities are available. I wish to emphasize that the chief recommendation that Shepherdstown has to offer is its isolated location and its strictly residential atmosphere devoid of industrial development which could be the target for air attack.

COLLEGE FACILITIES

Shepherd College claims to have 25 acres of ground with 15 buildings located thereon. The two main buildings which are adjacent to each other have approximately 50,000 square feet of usable office space. Supplemental buildings in the immediate area will build the usable space up to close to 100,000 square feet. I feel that this is ample for the Bureau's needs in an evacuation emergency. There is a dining hall located on the campus which is a one story new frame building that will hold 150 people at a time. It appears to be a fairly modern structure and is said to contain modern equipment. There are two dormitories presently housing men and women students having a total capacity of 150 people. Linens and bed clothing must be supplied by the students. Boarding houses presently in the town take care of the balance of the present 500 students at the college. Other residences in the town could take care of additional personnel and by augmenting this with housing space in the nearby towns, I feel we could very well accommodate 1,000 of our people in this location. The President of the College has a house on the campus which does not appear to be too pretentious but looks to be acceptable. It contains 10 rooms. There is a small athletic field and gymnasium. The college has an auditorium which will seat 500. There is a Science building containing laboratory facilities therein. In the basement of the main building there is a remote control radio unit used in connection with student study and from which some broadcasting is done. The place is small but yet it is isolated and still available for ready access from Washington, D. C.

TRANSPORTATION FACILITIES

Driving time by automobile to Shepherdstown is within 1 hour and 45 minutes under normal driving conditions. There is no airport

Memo to Mr. Tolson (Con'd)

located within the town but there is one available at Martinsburg, 9 miles away. A railroad line passes through the town running from Martinsburg, West Virginia, to Roanoke, Virginia. This is a connecting line with the main B. & O. tracks at Martinsburg and also at Shenandoah Junction, 6 miles south of Shepherdstown. Rail time between Martinsburg and Washington is 1 hour and 45 minutes. Buses service the town from surrounding towns.

WINCHESTER, VIRGINIA

LOCATION

Winchester is located 73 miles west by north from Washington. It is on a main trunk highway to the west, route 50. There are 6 highways leading from the town.

TOWN FACILITIES

The chief industries of Winchester are the apple processing plants and there are several smaller industrial plants also located therein. The town has a population of 12,000 people, with a fairly large business district, and several hotels. The largest hotel is the George Washington which seems to be fairly modern and contains 150 rooms. Winchester is a town that is approximately half the size of Alexandria, Virginia, and its utilities and other facilities may be compared on this basis.

SCHOOL FACILITIES

The 2 largest educational buildings in Winchester are the Handley High School and the new James Wood High School which is scheduled to open this Fall. The Handley High School has 48 class rooms which includes laboratories. It accommodates 1500 students who of course commute from their homes. It has an auditorium with a seating capacity of 1600. There is a large indoor play area and a cafeteria that will accommodate 450 people. The school has a total square footage of 126,000 square feet and it is not believed that this figure covers a large basement area. The James Wood High School located on the outskirts of Winchester has 57 class rooms with a capacity for 1200 students. This school has an auditorium which will hold 850 people and a cafeteria that will accommodate 450 individuals. It has a gymnasium and its total square footage is 78,000 square feet.

TRANSPORTATION FACILITIES

There is an airport located in Winchester. The chief method of transportation, however, is by highway either by automobile or bus, and its disadvantage in this respect is that it is on a main trunk highway which is subject to being cluttered by any mass exodus from Washington.

CLT:gt

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: July 14, 1950

FROM : The Executives Conference

SUBJECT: AUXILIARY SPACE FOR THE BUREAU

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

The Executives Conference of July 11, 1950, consisting of Messrs. Ladd, Rosen, Nichols, Tracy, Mohr, Belmont, Parsons for Harbo, McIntire for Clegg, and Callahan for Glavin, considered the results of a survey of space made by Mr. Glavin, bearing in mind the space would be utilized in the event of an extreme emergency and only sufficient space for the Director and the necessary emergency staff for handling emergency matters under emergency conditions was needed. Accordingly, the survey restricted itself to small compact units in out of the way sections, and the survey made reflected the best available facilities were located at Shepherdstown, West Virginia, which is 65 miles from Washington when traveling on Maryland highways and 77 miles on Virginia highways. It is in Jefferson County, West Virginia, the county seat of which is Charles Town. It is 11 miles north of Charles Town, 9 miles east of Martinsburg, West Virginia, and 12 miles north of Harpers Ferry. There are 5 highways converging from all directions into the town.

There are no industrial plants in the nearby area. The main activity in Shepherdstown is Shepherd College of the West Virginia State Normal School System.

FACILITIES

There are 2 small newspapers in the town which have presses that could be utilized by the Bureau. There is a voluntary fire department whose equipment appears to be fairly modern. There are no hotels but the town contains numerous boarding houses utilized by the college students. There appears to be an adequate supply of water and while there are no hospitals in the town, there are hospitals located in the nearby towns of Charles Town, Martinsburg, Harpers Ferry and Hagerstown, Hagerstown being approximately 20 to 25 miles distant.

Shepherd College has approximately 25 acres of ground with 15 buildings located thereon. Two main buildings which are adjacent to each other have approximately 50,000 square feet of usable office space. Supplemental buildings in the immediate area raise the usable office space up to close to 100,000 square feet which it was felt would be ample for emergency operations. There is a dining hall located on the campus that will hold 150 people at a time. It appears to be a fairly modern structure and is said to contain modern equipment. There are two dormitories presently housing men and women students having a total capacity of 150 people. Boarding houses presently in

cc-Mr. H. H. Clegg

Mr. Mohr

NPC:akc

51 OCT 4 1950

RECORDED - 88

INDEXED - 88

SEP 5 1950

19

TOLSON

LADD

TRACY

UNRECORDED COPY FILED IN 66-2554-9103

Memorandum for the Director

the town take care of the balance of the present 500 students in the college. It is felt that a thousand people could be accommodated at this location. The Science Building contains laboratory facilities therein on the campus and in the basement of the main building there is a remote control radio unit used in connection with student study and from which some broadcasting is done. Glavin felt the location of Shepherdstown is such that no great difficulty would be experienced in having an emergency radio setup installed by the Bureau.

TRANSPORTATION

Driving time by automobile to Shepherdstown is approximately 1 hour and 45 minutes under normal driving conditions. There is no airport at Shepherdstown but a small one is located at Martinsburg, 9 miles away. A railroad passes through the town, running from Martinsburg, West Virginia, to Roanoke, Virginia, and there is a connecting line with the main Baltimore and Ohio tracks at Martinsburg and also at Shenandoah Junction, 6 miles south of Shepherdstown. Rail time between Martinsburg and Washington is 1 hour and 45 minutes. Buses service the town from surrounding towns.

COMMUNICATIONS FACILITIES

A representative of the American Telephone and Telegraph Company has advised the Bureau that there are a total of 6 toll lines into Shepherdstown, 3 from Hagerstown, Maryland, and 3 from Martinsburg, West Virginia, and that their central switchboard in Shepherdstown is overloaded. The contact further advised that no additional cables could be handled by the current setup and no alternative routing is possible. Mr. Nichols pointed out that the Bureau would need approximately 20 lines to service its activities at this location. Glavin has pointed out that, even though there are only 6 toll lines into Shepherdstown at the present time and that no additional cables could be handled by the current setup, he feels that in case of emergency necessary additional telephone facilities could be run into Shepherdstown to handle the Bureau's needs.

ALTERNATE LOCATION CONSIDERED

Winchester, Virginia, was also considered by the Conference, which is located 73 miles from Washington in a northwesterly direction from Washington and which has a population of 12,000 people, a fairly large business district and several hotels, the largest of which contains 150 rooms. It is approximately half the size of Alexandria, Virginia, and its utilities and other facilities may be compared on this basis. Its principal industry is apple processing and there are several other smaller industrial plants located in the immediate area.

Memorandum for the Director

SPACE FACILITIES

There are 2 high schools located in Winchester, namely, the Handley High School and the new James Wood High School. The Handley High School has 48 classrooms including a large auditorium with a seating capacity of 1600, and a cafeteria which will accommodate 450 people. The school has a total area of 126,000 square feet. The James Wood High School, located on the outskirts of Winchester, has 57 classrooms with a capacity for 1200 students and has a total area of approximately 78,000 square feet.

TRANSPORTATION FACILITIES

There is an airport located at Winchester and the chief method of transportation is by highway. Its disadvantage in this respect is that it is on a main trunk highway which is subject to be cluttered by any mass exodus from Washington.

The Conference recommends the selection of the Shepherdstown, West Virginia, site. Mr. Nichols, however, pointed out the lack of present telephone communications to this particular location. In this regard, it is again pointed out that it is believed appropriate emergency lines could be run into Shepherdstown and, further, it is felt that through the establishment of a Bureau radio network operating at the emergency headquarters at Shepherdstown, our communications needs could be satisfied on an emergency basis.

In the event the Director concurs in the Shepherdstown, West Virginia, site for auxiliary space, it is respectfully recommended that steps be taken to confidentially contact the appropriate State official, who may be the Governor, to determine whether the space occupied by Shepherd College could be made available to the Bureau for emergency headquarters in case of evacuation from Washington. The Conference points out the necessity for such contacts being made very confidentially with no ensuing publicity.

I think we should
do this at once.

If facilities can
be made
available in
event of emergency,
we should then
make plans re radio
and telephones

Respectfully,
For the Conference

Clyde Tolson

memo 7-21-50
re: recent phone call
to Mr. Tolson
JW

I think first
we should find out
here what plans are
in formulation by
N. S. G. I don't so much
think we should be moving at cross

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: July 21, 1950

FROM : W. R. Glavin

SUBJECT: AUXILIARY SPACE FOR THE BUREAU
B.O.G.

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

Reference is made to the Executives Conference memorandum dated July 14, 1950, concerning the above-captioned matter, with the Director's notation to check with the appropriate United States Government agency in order that the Bureau would not be moving at cross purposes with them in obtaining auxiliary space for emergencies.

Special Agent T. D. Webb contacted David Stowe of the White House, who is handling emergency auxiliary space for the President and key personnel of the armed services in case of dire emergency, in order to discuss confidentially the Bureau's proposed plans for auxiliary space in case of extreme emergency.

Mr. Stowe revealed that he was in accord with the Bureau's proposal of emergency space within a nearby radius of Washington and that he was extremely anxious that the Bureau's communications officer and Major McNally be in close accord on communications inasmuch as that is the President's expressed desire. He stated that the President was particularly anxious that he and his staff be in very close contact via radio and/or telephone with the FBI and the Air Force.

He further revealed that the present plans for the emergency as far as the President's staff is concerned will be on a mobile setup with an intricate communications system manned by 40 men from the Army Communications, which will be a large mobile truck. The President and his staff will travel by railroad or automobile, depending on the exigencies of the situation, either to Richmond or some nearby town or city, the exact place not having been picked as yet; that the Secret Service of the White House has worked out detailed plans with the Metropolitan Police Department, Virginia and Maryland State Police, regarding road blocks and channeling of traffic in case of dire emergency.

The Congress will move to some city in the East, fairly close to Washington, where some university is located, which would give them ample facilities from which to conduct their business. This city also has not been picked as yet.

RECORDED - 88 166-17381-8

Mr. Stowe indicated that he felt the Bureau's foresightedness and asked that he be kept advised as to what developments the Bureau made on obtaining their auxiliary space and its communications setup.

Close liaison will be maintained with Mr. Stowe concerning Bureau plans for auxiliary space and communications as he desires to keep the President informed of same.

63 OCT 5 1950

TDK:VH

90

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: *July 21, 1950*

FROM : W. R. Glavin *W. R. Glavin*

SUBJECT: ~~AUXILIARY SPACE FOR THE BUREAU~~

Reference is made to the Executives Conference memorandum of July 14, 1950, concerning the above-mentioned matter on which the Director noted that an appropriate check should be made with the appropriate United States Government agency in order that the Bureau would not be moving at cross purposes with them in obtaining auxiliary space for emergencies.

In this regard, I communicated with Mr. Hunter, Deputy Commissioner of the Public Buildings Administration in the absence of Commissioner Reynolds of PBA, to determine whether there had been any organized plan for evacuation of Washington in case of emergency. Rd

Hunter stated that all he knew about it was what Jerry Klutz stated in his newspaper columns and that Public Buildings Administration has been given no go sign to set up any particular plan. He says there is probably some thinking, but the only thing that he could say at this time is that there is nothing concrete being done at this time for the movement or evacuation of any of the Government agencies in Washington.

It appears, therefore, that no affirmative action is being taken by PBA, which would be the agency to handle any evacuation, in setting up evacuation plans for Washington, D. C.

Special Agent T. D. Webb contacted David Stowe of the White House, who is handling the emergency auxiliary space for the President and key personnel of the armed services in case of dire emergency. Confidential inquiry elicited the information that the present plans for the emergency, as far as the President's staff is concerned, will be on a mobile setup with a ~~communications~~ system manned by 40 men from the Army Communications in a large mobile truck. The President and his staff will travel by railroad or automobile, depending on the exigencies of the situation, either to Richmond or some nearby town or city. No exact place has as yet been picked.

The Secret Service detail at the White House has worked out detailed plans with the Metropolitan Police Department and Virginia and Maryland State Police regarding road blocks and channeling of traffic in case of such an emergency. Mr. Webb was confidentially advised by Mr. Stowe that Congress will undoubtedly move to some city in the east close to Washington where university buildings could be secured, which would afford them ample facilities to conduct their business. No location has yet been picked.

WRG:VH

RECORDED -2

INDEXED - 2

AUG 1 1950

2

55 AUG '8

Memorandum for Mr. Tolson

Mr. Stowe was advised by Mr. Webb that the Bureau had given very serious consideration to the evacuation of its own service and Stowe indicated that he felt the Bureau was on its toes in its foresightedness in making such preparations. Stowe pointed out that the President was particularly anxious that he and his staff be in very close contact with radio and/or telephone with the FBI and Air Force. Stowe pointed out to Webb that the President had commented to the effect that the two outfits that he wanted to keep in touch with were the FBI and the Air Force, and Stowe suggested that as our plans develop that liaison be maintained with Major McNally in charge of communications for the President's emergency setup so that our installations would be coordinated with White House emergency installations.

In view of the fact that the civilian agencies appear to be doing nothing concerning evacuation plans, it is respectfully suggested, particularly since the White House representation felt that our plans were sensible, that the appropriate contact be made with the appropriate official of the West Virginia State Government, presumably the Governor, for the purpose of determining what steps would necessarily have to be taken to secure emergency space at Shepherdstown should it be necessary to evacuate Washington. We could then plan coordinated radio and telephonic communications after we know whether the space at Shepherdstown would be available for us.

I think
I agree. *we* should
make tentative
arrangements on
a confidential basis

7-21

Yes.
H.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: July 28, 1950

FROM : W. R. Glavin

SUBJECT: AUXILIARY SPACE FOR THE BUREAU

Reference is made to my memorandum to you under date of July 21, 1950, concerning the above-mentioned matter, which is attached hereto.

In conformity with your instructions on July 25, 1950, I proceeded to Shepherdstown, West Virginia, and at that point discussed the Bureau's emergency space problem with Dr. Oliver S. Ikenberry, President of Shepherd College. I advised Dr. Ikenberry that my inquiries were most confidential. I pointed out the Bureau's plans for emergency space allotments in the event it became necessary to leave Washington and inquired as to his reaction to releasing school property to us for this purpose.

Dr. Ikenberry stated that he, of course, would want to cooperate to the fullest extent with the Director in the event such a move became necessary. He stated that he was hopeful that some arrangement could be made whereby a nucleus of the school could be held together. He pointed out to me that under West Virginia State law, there is no one man who would have the authority to say that the buildings of Shepherd College would or would not be available in an emergency situation for occupancy by the Bureau or any other agency. He pointed out that the State Board of Education is the Board which would necessarily have to pass on a matter such as this. He stated that the next regular meeting of the Board would be in September of this year. He also advised me that a new Chairman of the Board had been recently designated and he thought that it would not hurt to see the Chairman or other members of the Board to explain our problem to them.

Dr. Ikenberry was most courteous. I had luncheon with him at the school cafeteria and I spent approximately two hours going around throughout all of the school buildings. He advised me that they are going to build a new field house and gymnasium at a cost of more than \$200,000. I also noted in going through the various buildings of the school that considerable modernization and repair work were being effected.

I have endeavored to communicate with Mr. Ross H. Tuckwiller, Chairman of the Board, and, as I advised you telephonically, he is not at his home at this time, being in the Midwest on a farm convention of some type. He is expected back over the week end and I will make immediate arrangements to go to his home at Lewisburg, West Virginia, to discuss this matter with him. It is entirely possible that he may call a meeting of the Board of Education before September so that the Bureau can present its problem to the entire Board. I will keep you advised in connection with this matter.

Tolson ☒
Ladd ☒
Clegg ☒
Glavin ☒
Nichols ☒
Rosen ☒
Tracy ☒
Harbo ☒
Mohr ☒
Tele. Room ☒
Nease ☒
Gandy ☒

RECORDED
INDEXED

AUG 1 1950

55 AUG 8 1950 Attachment

3

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: August 14, 1950

FROM : W. R. Glavin

SUBJECT: EMERGENCY HEADQUARTERS

Bureau War Plans - Auxiliary Space - S.O.H.

Tolson	
Ladd	✓
Clegg	✓
Glavin	
Nichols	✓
Rosen	
Tracy	
Harbo	
Mohr	
Tele. Room	
Nease	

On Wednesday, August 2nd, I proceeded to Lewisburg, West Virginia, and at that city discussed with Mr. Ross Tuckwiller, Chairman of the Board of Education for the State of West Virginia, the possibility of the Bureau being able to utilize the facilities of Shepherd College, Shepherdstown, West Virginia, in the event evacuation from Washington becomes necessary.

Mr. Tuckwiller was most cooperative and stated insofar as he was concerned, very definitely he would have no objection to having the college premises turned over to the Bureau for its use in the case of such emergency. He stated, however, that the entire Board would have to pass on it. He pointed out to me that the Board does not meet during the month of August; that many of the members, who are spread throughout the State, necessarily attend County and State Fairs and are away from their homes for this and for other business, and that it was his intention to meet early in September. Mr. Tuckwiller stated that he would have the Secretary of the Board of Education immediately get in touch with the members of the Board in an effort to set up a meeting as early in September as possible. I pointed out to Mr. Tuckwiller that I would be most happy to appear before the Board in its meeting and explain the Bureau's emergency needs.

I have endeavored to get in touch with Mr. Tuckwiller during the week of August 7th, but he has been out of town and has not been available. As soon as he returns to his home, I will contact him to definitely determine when the meeting will be held.

WRG:VH

RECORDED - 2

INDEXED - 2

66-17381-842

66-16362-110

AUG 21 1950

3

FIVE

78 SEP 7 1950

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: August 15, 1950

FROM : W. R. Glavin

SUBJECT: EMERGENCY HEADQUARTERS FOR FBI
AT SHEPHERDSTOWN, WEST VIRGINIA

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

I was able to contact Mr. Tuckwiller, Chairman of the Board of Education for the State of West Virginia, on the ~~evening~~ of August 14th to determine when the full Board of Education for the State would meet in September of this year. It will be recalled that Mr. Tuckwiller was hopeful of having the Board meet at an early date in September.

He advised me that he had been in touch with the secretary of the Board, who had informed him that at the last meeting, early in July, the majority of the Board had set September 19, 20 and 21, 1950, as the three days which the Board should meet at Charleston, West Virginia. Mr. Tuckwiller was hopeful that it would not be necessary to change the meeting dates from those above listed. He stated if it were absolutely essential, he could get in touch with the members requesting that a special meeting be held; that the members would undoubtedly hold the regular meeting on the three dates in September afore-mentioned regardless. He stated that the entire Board would be very happy to meet with me on any of the three days in question.

I did not ask him to change the meeting dates since, from the information he furnished, it appears that these men would meet anyhow on those dates and a special meeting would necessarily have to be called, and the members of the Board come from all sections of the State. If the present dates are agreeable, and I recommend that they stand, I could appear before this Board on the morning of September 19th and get their final answer then, although we have been assured by the President of the Board and the President of the College up to the present time that they both are sure that the Board will go along with the Bureau, making the college buildings available for Bureau use in case of an emergency.

WRG:VH

RECORDED - 88

INDEXED - 88

SEP 26 1950

SEP 28 1950

Memo

9-22-50

I agree

OK

56

66-17381-9

File 3

Jan

Bureau War File - Alternate Headquarters S.O.G.

Office Memorandum • UNITED STATES GOVERNMENT.

TO : MR. TOLSON

DATE: September 13, 1950

FROM : N. P. CALLAHAN *me*

SUBJECT:

*0 Bureau Plan -
Alternate Headquarters S.O.G.*

Mr. Tolson	✓
Mr. E. A. Tamm	✓
Mr. Clegg	✓
Mr. Glavin	✓
Mr. Ladd	✓
Mr. Nichols	✓
Mr. Rosen	✓
Mr. Tracy	✓
Mr. Egan	✓
Mr. Gurnea	✓
Mr. Harbo	✓
Mr. Mohr	✓
Mr. Pennington	✓
Mr. Quinn Tamm	✓
Mr. Nease	✓
Miss Gandy	✓

Pursuant to your request to ascertain the basis for the news which the Director heard on a broadcast at Noon today to the effect that the FBI and other Government Agencies would be moved to the outskirts of Washington, I have determined that this apparently emanated from hearings before the Senate Appropriations Committee, at which Mr. Jess Larson, General Services Administrator, made these comments in behalf of supplemental funds being requested for the purpose by General Services Administration.

The pertinent portions of his testimony appear on pages 411 and 756 through 784.

On page 756, Mr. Larson states that under date of August 30, 1950, a communication was submitted to the Senate from the President, requesting \$39,800,000 for emergency construction of Government buildings under the proposed dispersal plan.

On page 779, Mr. McMahon states, "I do not know whether this is the perfect plan, or not. I do say that we must get the FBI and we must get the Central Intelligence Agency and we must get the Joint Chiefs of Staff out of the central target area." Other comments pertaining to the Bureau have been marked for your attention.

For your further information, I am also attaching a clipping from the Washington Daily News of September 13 concerning this matter.

Handled Separately
Attachments

RECORDED - 2

66-17381-10
SEP 12 1950
5

63 OCT 5 1950

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *ABZ*
 FROM : Mr. L. L. Laughlin *J*
 SUBJECT: DISPERSAL OF GOVERNMENTAL AGENCIES
 IN CASE OF EMERGENCY

DATE: December 11, 1950

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

Bureau War Plans Alternate Headquarters S.O.G.

In the absence of Mr. Jess Larsen, Administrator General Services Administration, I talked to his executive assistant, "Cap" Schneider, today. I asked Mr. Schneider whether he had any information indicating where the Bureau's emergency quarters would be located under the plans being drafted for the dispersal of governmental agencies.

Mr. Schneider stated that GSA was still discussing this with the Bureau of the Budget. It is anticipated that some forms will be prepared and sent to the various agencies, in this case the Department, in the near future and upon return a decision will be made as to where the various agencies will be located.

Mr. Schneider stated that no definite steps have been taken to designate any of the agencies for any particular locale at this time.

I told Mr. Schneider that we were very much interested in learning where our emergency quarters would be and would appreciate hearing from him when this was decided.

I will arrange to keep in touch with Mr. Schnieder for the purpose of determining this information.

RECORDED - 89

166-17381-11

DEC 13 1950

3

LLL:mn

*Mr. Tolson
advised by 1/1/52*

Latimer

134
56 DEC 27 1950

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: Sept. 29, 1950

FROM : L. B. NICHOLS

SUBJECT: Bureau War Plans Emergency Headquarters for S.O. G.

With reference to the emergency headquarters at Shepherdstown, West Virginia, I have talked with [redacted] our AT and T contact in Washington. I told him we would like to know exactly what they could do to give us service in the event of an emergency. [redacted] had previously given a very dim view to telephone communications at Shepherdstown since the company there is independently owned and the nearest trunk line is at Morgantown, West Virginia. [redacted] told me in confidence that a big scale construction project was under way at Camp Ritchie; that 10 to 15 million dollars were to be spent for a main emergency communications center for the telephone company in the event of an emergency. They will have 150 channels running north and south and east and west.

[redacted] feeling was that the best thing would be to integrate Shepherdstown with Camp Ritchie; however, he will communicate with us later about this.

LBN:LH

Tolson ✓
Ladd ✓
Clegg ✓
Glavin ✓
Nichols ✓
Rosen ✓
Tracy ✓
Harbo ✓
Belmont ✓
Mohr ✓
Tele. Room ✓
Nease ✓
Gandy ✓

b6
b7C

65 JAN 3 1951

RECEIVED
OCT 3 8 00 AM '50
RECORDED - 15

166-17381-12

DEC 15 1950

DEC 15 1950
OCT 5 2 00 PM '50

TWO
[Signature]

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. HARBO *RA*

DATE: October 16, 1950

FROM : I. W. CONRAD *Bureau 10 Jan 1951*SUBJECT: FBI EMERGENCY HEADQUARTERS, SHEPHERDSTOWN, WEST VIRGINIA
for S. C. G.

Reference is made to Mr. Glavin's memorandum to Mr. Tolson dated September 22, 1950 captioned as above, wherein it was suggested that Bureau engineers make an on-the-site survey of the terrain in and about Shepherdstown in order to set up tentative plans for radio installations when necessary.

Accordingly, unless advised to the contrary I propose to send Special Agent R. L. Millen to Shepherdstown for the purpose of ascertaining:

- (1) The nature, extent and possible adequacy for Bureau operations of reported existing radio facilities owned and operated by the college.
- (2) The possibilities of establishing Bureau radiotelegraph stations similar to Waldorf and Clinton
 - (a) On the college grounds, and
 - (b) On land located in the immediate vicinity.

In order to maintain secrecy with regard to the Bureau's evacuation planning, no individual contacts will be made except with Dr. Ikenberry, President of Shepherd College, who has been designated as our contact.

ACTION:

Unless advised to the contrary, the above procedure will be carried out in the near future and a report submitted in which I will propose certain tentative steps with regard to the establishment of radio facilities at Shepherdstown, West Virginia.

RA
only 10/18
RIM/mr
mm
6-15

RECORDED - 15
EX. - 29 * 19

166-17381-13
DEC 15 1950

52 JAN 3 1951

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. R. T. Harbo *RT*
 FROM : Mr. I. W. Conrad *IC*
 SUBJECT: FBI EMERGENCY HEADQUARTERS
 SHEPARDSTOWN, WEST VIRGINIA

DATE: November 1, 1950

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

I. PURPOSE

- Bureau (1) New Plans Emergency Headquarters for S. O. G.*
- To report (a) Additional information regarding new buildings at this location.
 (b) On nature, extent and possible adequacy of reported existing radio facilities owned and operated by the college.
 (c) On-the-site survey of terrain in and about Shepardstown in order to
 (d) Recommend tentative plans for radio installations there when necessary.

II. REFERENCE

Mr. Glavin's memorandum to Mr. Tolson September 22, 1950; my memorandum to you dated October 16, 1950.

III. ADDITIONAL INFORMATION REGARDING BUILDINGS.

Dr. Ikenberry, President of Shepards College was contacted by R. L. Millen on October 30, 1950. He advised that approval to add to the college plant a gymnasium and men's dormitory had been granted with excavation of the basements already under way. These buildings will be located on recently acquired college property directly overlooking the Potomac River. From the floor space and housing standpoint it is noted that the dormitory is designed to house 110 men. These approved construction projects are expected to be completed by the fall of 1951.

IV. COLLEGE RADIO FACILITIES.

No radio transmitting facilities are owned or operated by the college. In connection with speech class activities, a sound-proofed room and studio are maintained in the basement of the main building. From these rooms, the college originates from time to time, special programs which are fed into leased telephone wires to Martinsburg, West Virginia where the material is placed on the air by the local Martinsburg radio station. Accordingly, the facilities as described are inadequate for Bureau communications purposes.

Attachment

RLM:AB
WJA *AB*

RECORDED - 15

EX - 29

166-17381-14
 DEC 15 1950
 1 19

56 JAN 2

EX - 29
 1951

V. TERRAIN SURVEY IN AND AROUND SHEPARDSTOWN, WEST VIRGINIA.

Shepardstown is a rural type community of less than 1000 inhabitants located on a high promontory overlooking the Potomac River. No industry is established in the town, it being partially dependent at this time upon the approximately 400 students who are in attendance at Shepard College. Due to the rural environment and non-transient nature of the inhabitants (very little change in population over the past 30 years) Dr. Ikenberry volunteered the view that any construction within the county prior to actual need would be subject to widespread gossip, rumor and possible alarm on the part of the local residents. After surveying the country side extending in all directions on all passable roadways for approximately twenty miles and observing the people residing therein, it is believed that Dr. Ikenberry's observation is indeed founded in fact.

The terrain which surrounds this community consists of rolling hills formed by outcropping limestone strata. In spite of the generally rough terrain, adequate radio sites were located upon which radio receiving and radio transmitting facilities can be established when such installations become necessary.

Briefly, the radio receiving station, comparable to Clinton, Maryland can be located conveniently on college property between the new men's dormitory and the Potomac River bank. This course of action would place the receiving station personnel within college buildings and the antennas on the college grounds. The transmitting station would necessarily be located several miles distant with the most promising sites enumerated as follows, (1) University of West Virginia Experimental Farm. Buildings, power, transportation and terrain are very favorable at this site. In time of need certainly the University of West Virginia would be in the same position as Shepard College with regard to the need of facilities for students. (2) Newton D. Baker Veterans Administration Hospital four miles out of Martinsburg, West Virginia on West Virginia highway number 9. This site is level, within the proper distance from the proposed radio receiving station, has power and proper terrain conditions on U. S. Government land. These constitute the primary sites. Others are included in detail on the attached sheet for future reference.

Memorandum to Mr. Harbo

Page Three

VI. TENTATIVE PLANS FOR RADIO INSTALLATIONS AT SHEPARDSTOWN WHEN NECESSARY.

My observations in this matter are predicated upon the premise that wherever the Bureau Headquarters is located, the Bureau's communications center will necessarily have to also be established. Since Shepardstown has been chosen, it appears that the communications center, comparable to our present facilities at Clinton and Waldorf would also have to be located in that vicinity. I further observe, upon examination of the conditions under which the Bureau's headquarters and communications centers in Washington are rendered inoperative that of necessity the Bureau's emergency communications facilities at Shepardstown must be able to fully perform the same function as the stations at Clinton and Waldorf are capable of discharging at present. I am assuming these conditions to be (a) certain bombing attack on metropolitan Washington or (b) actual invasion of the Eastern seaboard. From the technical standpoint I must add that duplex radio receiving stations and transmitting stations are by no means portable or readily moved from one point to another. A visit to the main transmitting station at Waldorf will bear me out in this regard.

Already, high priority military demands for communications equipment have resulted in long drawn out delays in the supplying of civilian agency orders. The equipment must be on hand when the time comes to install it. Accordingly, from the facts which I have at hand concerning the Bureau's plans in this matter and knowledge of conditions which govern procurement of communications equipment during emergencies, which conditions will grow progressively worse, I strongly recommend immediate steps to procure the necessary equipment in order to have such materials on hand ready to install when it is needed.

VII. RECOMMENDATION

memo 1/1/50 Accordingly, I recommend that the Bureau procure and store sufficient communications equipment to establish, when necessary, a radio receiving and transmitting station at Shepardstown, West Virginia. The total cost of all equipment would be approximately \$85,000.

~~ADDENDUM: On December 6, the above recommendations were presented to the Executive Conference and a committee consisting of Messrs. Clegg, Glavin, McGuire, and Parsons was appointed to study the problem. On December 8, the following recommendations of the committee were presented to the Executive Conference:~~

- ~~1. The Clinton radio station be relocated and that an immediate survey be conducted to find a suitable sight.~~
- ~~2. That an immediate survey of equipment be made in order to insure that the necessary equipment can be immediately obtained for the relocation of the station.~~

INFORMATION FOR FILE REFERENCE

October 30, 1950

RECEIVING SITE

Can be established when needed on campus between new men's dormitory and river, overlooking James Rumsey Bridge. This would place personnel in buildings already available and station on ground already available. Site could be located on other property enumerated here but would result in necessity of relay of information into headquarters.

POSSIBLE TRANSMITTING SITES

#1. Southwest of College on road #9 between Kearneyville and Martinsburg lies West Virginia University experimental farm. Excellent land, building, power, transportation and distance from receiving site. Since owned by a University, this site could be obtained it seems on same basis as Shepard College; that is, the university would not need it due to lack of students at such a time.

#2. Southwest of college on West Virginia #9, four miles out of Martinsburg lies the Newton D. Baker VA hospital on U.S. Government land. This could be used as a transmitter site from terrain and location standpoint. Power and transportation very good. Would be unsuited for any extensive receiving operations due to hospital apparatus.

#3. Northwest of college on Maryland State Road 34 two miles from receiving station lies farmland suitable from power, building and antenna standpoint. Would require consent and evacuation of owner. Transportation good except necessitates crossing of river on James Rumsey Bridge.

#4. Northwest of college on Maryland State Road 34 past Sharpsburg - various sites on Antietam Battleground some of which owned by U. S. Government. 2.9 miles from receiving station. Lacks buildings and in some cases power. Same disadvantage re transportation as #3.

#5. South towards Leetown - rocky upland to Kearneyville (5 miles) no sites, beyond Kearneyville first possible site is suitable farmland owned by [redacted] (6.7 miles from proposed receiver site). Power ends at this farm indicating there would be poor regulation. Need to evacuate owner.

#6. West on West Virginia #45 two miles this highway goes over Jefferson ridge which limits the usefulness of any sites beyond this high point. Terrain rocky and unsuited. Only possibility offered is farmland

b6
b7c

ENCLOSURE

66-17381-14

at 3.2 miles out, however, power is none too good, transportation good, terrain poor. Only possibility in area before Jefferson ridge.

#7. Southeast of college, roads to Harper's Ferry and Charlestown offer no good possibilities. Terrain broken and falling off in elevation. At three miles a severe ridge is crossed thereby limiting any sites beyond.

#8. North - Northwest of college on passable narrow road the terrain is very rugged, sparsely settled and either without power or without adequate power. Only remote possibility lies in R. D. Beard farm lying 3.2 miles up this road. Transportation poor, site generally acceptable only as a last resort. No other partially acceptable sites in this direction.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Belmont

DATE: December 8, 1950

FROM : V. P. Keay

SUBJECT: DISPERSAL OF GOVERNMENT AGENCIES

Reference is made to a memorandum from Mr. R. W. Lawrence to Mr. Glavin dated November 30, 1950, in the above matter.

[] Urban Planning, General Services Administration, advised Mr. Lawrence of the Liaison Section on December 8, 1950, that testimony in the hearings before the House Committee on December 8, 1950, resulted in the question being settled that there will be a total of 8 sites to be located on a 20 mile perimeter, and that the number of individuals per site will be limited to 5,000. He had no further information concerning the selection of sites, nor as to the agencies who will be selected to occupy them.

This matter will be followed with [] and you will be advised of any further developments in the program.

RWL:mls

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
andy

RECORDED - 15

DEC 14 1950

52 DEC 27 1950

Leo Laughlin contacting

Jesse Harman re this matter

Done
12/9/50Mr. Tolson
12/9/50

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: September 22, 1950

FROM : W. R. GLAVIN

Bureau War Plans

S.O.G.

SUBJECT: EMERGENCY HEADQUARTERS FOR FBI
AT SHEPHERDSTOWN, WEST VIRGINIA

Tolson

Ladd

Nichols

Belmont

Clegg

Glavin

Rosen

Tracy

Harbo

Mohr

Tele. Room

Nease

Gandy

On Wednesday, September 20, 1950, I appeared before the State Board of Education for the State of West Virginia, meeting at Charleston, West Virginia, and presented to the Board the Bureau's problem in obtaining emergency headquarters in case of evacuation from Washington.

I pointed out to the assembled Board that the Director in preparing for any eventuality felt it absolutely necessary that temporary emergency headquarters be available in the event of an evacuation at some time in the future. I further pointed out to the Board that there were no developments at the present time which would lead us to believe that the occupancy of such temporary headquarters was imminent. I further pointed out to them that it is absolutely necessary that my discussion with them be maintained on a confidential basis; that we were endeavoring to be fully prepared for any eventuality, however, we are not desirous of having any wave of hysteria sweep any section of the country as a result of the FBI's preparedness plans.

The members of the Board were in entire agreement with my comments. No record was made of my appearance before the Board and there will be no record in the minutes of the Board of Education concerning our discussion. It was moved by a member of the Board and seconded that the facilities of Shepherd College should be made available to the FBI in case of an emergency which might necessitate the Bureau's evacuating Washington. On a vote being taken, it was unanimously approved, and the Chairman of the Board and others wished me to express to the Director their desire to be of assistance to the Bureau in any way possible and further wanted me to express to the Director the confidence they had in his administration. I expressed the Director's deep appreciation for their statements. The Board voted to have Dr. Ikenberry, President of Shepherd College, designated as contact with the Bureau in any future discussions concerning the college property.

Since arrangements now have been approved by the State Board of Education to make occupancy of the college property in case of evacuation from Washington, it is suggested that the appropriate contacts be made with the Telephone Company concerning installation of cables in the event of an emergency, no installations to be made at this time and, further, that our radio engineers be able to make an on-site survey of the terrain in and about Shepherdstown to set up tentative plans for radio installations when necessary.

WRG:amb

RECORDED - 15

EX-16 29 DEC 15 1950

memo to Harbo
10/1/50
FEB 1 1951

agree

9-22

Office Memorandum

UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: December 13, 1950

FROM : W. R. GLAVIN

SUBJECT: Bureau War Plans Emergency Headquarters 5082

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Mohr	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Holmes	
Miss Gandy	

The Senate Public Works Subcommittee will meet at 10:00 a. m., in open session, Room 412, Senate Office Building, to hear witnesses from General Services Administration, Budget, and Public Roads, in connection with Senate 4232, a bill pertaining to dispersal of Government agencies.

The Senate Armed Services Subcommittee will meet at 2:30 p. m., in executive session, Room 212, Senate Office Building, to consider the Civil Defense bill.

The Senate Appropriations Committee will call a meeting, to be held in executive session, Room F-37, Capitol Building, to consider a Supplemental Defense Bill.

The House Armed Services Committee will meet at 10:00 a. m., in executive session, Room 313-A, Old House Office Building, to hear the Durham subcommittee on Civil Defense.

The House Un-American Activities Committee will meet at 10:00 a. m., in open session, Room 226, Old House Office Building, to consider investigating Communism in the District of Columbia.

cc: Mr. Ladd

52 DEC 28 1950

RECORDED - 22

EX-73

66-17381-117

DEC 15 1950

3

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: December 12, 1950

FROM : L. B. NICHOLS *LBN*

SUBJECT:

Bureau War Plans Emergency Headquarters For S.O.G.

The Director has stated that in the future before anyone makes any contact with persons outside the Bureau regarding our proposed emergency evacuation headquarters at Shepherdstown that he wants to be alerted twice.

LBN:LH

cc - Mr. Ladd
Mr. Clegg
Mr. Glavin

RECORDED - 74

166-17381-18

DEC 28 1950

3

52 JAN 10 1951

Tolson

Ladd

Clegg

Glavin

Nichols

Rosen

Tracy

Harbo

Belmont

Mohr

Tele. Room

Nease

Gandy

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. J. Edgar Hoover, Director, Federal Bureau
of Investigation

DATE: January 9, 1951

FROM : S. A. Andretta, Administrative Assistant
Attorney General

SUBJECT: Plans for Dispersal and Decentralization

Bureau War Plans Emergency Headquarters for S. O. G.

There has been received your memorandum of January 5 regarding the proposed dispersal and decentralization program.

A copy of your memorandum has been transmitted to the Bureau of the Budget for its information and guidance.

Amel
RECORDED - 2

66-17381-19
JAN 17 1951

COPIES DESTROYED
10 SEP 30 1969

55 JAN 27 1951

Glavin

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont *AB*
 FROM : V. P. Keay *APKA*
 SUBJECT: DISPERSAL OF GOVERNMENT AGENCIES

DATE: January 25, 1951

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

Pursuant to instructions, Mr. Lawrence and Mr. Bartlett of the Liaison Section contacted Mr. Ramsey Potts, Special Assistant to the Chairman, National Security Resources Board, on January 23, 1951. Mr. Potts was advised that, in connection with the dispersal of Government agencies, the FBI desired to go on record as in favor of remaining in Washington rather than being allocated to a dispersal point outside of Washington.

Mr. Potts advised that he would make this a matter of record and stated that the NSRB recommendations to the Budget Bureau did not include specific agencies to be transferred out of Washington. He further stated that it is his understanding that more detailed plans concerning the dispersal of Government agencies will be presented to NSRB by the Budget Bureau within a few days.

On January 25, 1951, pursuant to instructions, Mr. Lawrence and Mr. Bartlett of the Liaison Section, called on W. Stuart Symington, Chairman of the National Security Resources Board. Mr. Symington was advised of the position taken by the Bureau in desiring to remain in Washington. To this Mr. Symington stated "it would be a disaster to remove the FBI from Washington" and that he would do all in his power to see that the Bureau remained in Washington. Mr. Symington thanked the Bureau's Liaison representatives for advising him of the Bureau's thoughts in this manner.

ACTION:

None. For your information.

OHB:eb

EX-121

RECORDED - 67

66-17381-20

JAN 27 1951

19

382 274
61 FEB 6 1951

Bureau War Plans Emergency Headquarters For S. A. H.

FEDERAL BUREAU OF INVESTIGATION

Room 5744 1-26, 1951

TO: ☒ Director
☐ Mr. Ladd
☐ Mr. Clegg
☐ Mr. Glavin
☐ Mr. Harbo
☐ Mr. Nichols
☐ Mr. Rosen
☐ Mr. Tracy
☐ Mr. Belmont
☐ Mr. Mohr
☐ Mr. Sizoo
☐ Mr. Callahan
☐ Mr. Nease
☐ Miss Gandy
☐ Personnel Files
☐ Records Section
☐ Mrs. Skillman

Mr. Tolson	_____
Mr. Ladd	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Harbo	_____
Mr. Belmont	_____
Mr. Mohr	_____
Tele. Room	_____
Mr. Nease	_____
Miss Gandy	_____
Section	_____

See Me For Appropriate Action

Send File Note and Return

Clyde Tolson

Mr. S. A. Andretta
Administrative Assistant Attorney General
Director, FBI

5, 1951

RECORDED - 29 6-17281-21

Reference is made to previous correspondence concerning possible dispersal of Government activities from metropolitan Washington.

I have carefully considered the Bureau's problems and responsibilities under the present tense international situation and feel that it would be unwise and undesirable for this Bureau to be considered for move to a dispersal point outside metropolitan Washington at this time or at any time in the future.

It is my understanding that it is anticipated the Cabinet Officers and other Government officials are to remain in their present quarters during any emergency period and will not be considered for dispersal assignments. I feel that the Bureau, having the responsibility for the coordination of matters pertaining to the internal security of the country, should continue in its present centrally located position since it will be necessary as conditions become more tense to continuously confer with representatives of other agencies of the Government and continuously interchange highly secret internal security information with other intelligence agencies of the Government. I feel that our present location in the Department of Justice Building is entirely satisfactory and operations can be continued efficiently in any emergency. The same holds true for our Identification Division activities housed in Federal Office Building Number One at 2nd and D Streets, S. W. The building is ideally set up for identification activities. It is centrally located. It can secure all necessary record information data from that location without delay and it is felt that it should be continued in its present location.

It is recommended, therefore, that the appropriate Government agency having charge of dispersal activities be advised that it is felt that the Bureau should remain in its present quarters in metropolitan Washington at this time and should not be considered for any of the perimeter dispersal

MAILED 13
JAN - 5 1951
COMM - FBI

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

59 FEB 12 1951

WRG:VH

JAN 5 10 57 AM '51
FBI
RECEIVED
U. S. DEPT. OF JUSTICE

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson
 FROM : W. R. Glavin

DATE: January 2, 1951

SUBJECT:

Bureau War Plans Emergency Headquarters for S.O.G.

I am attaching hereto the Executives Conference memorandum of December 19, 1950, concerning the Executives Conference consideration of the dispersal of Bureau activities.

In accordance with the Director's telephonic instructions to me, no action has been taken in connection with this particular matter, but an effort has been made to find out just what other agencies of the Government, such as, Library of Congress, Archives, and others, are going to do.

Mr. Leo Laughlin of the Security Division has discussed this matter with Captain Schneider, Personal Administrative Assistant to Jess Larson of the Government Services Agency, concerning this matter. Schneider advised Mr. Laughlin this morning that there has been no decision by anybody as to any dispersal of any Government agency up to the present time; that there is no information available as to what agencies like Archives, Library of Congress and such would do under the dispersal program. Schneider further advised Mr. Laughlin that the General Services Administration has just gotten rid of this problem and it is now the responsibility of the Bureau of the Budget to determine who will and who will not be decentralized and/or dispersed.

This situation is becoming more confused every day and if it is now in the hands of certain representatives of the Bureau of the Budget, we can rest assured that, if it is not completely fouled up now, it will be in a very short period of time.

In view of this fact, I would respectfully suggest that we advise the Attorney General that at the present we do not feel that any decentralization or dispersion of the Bureau's activity is desirable or wanted.

Attachment

RECORDED - 29 66-17381-21

FEB. 5 1951

66 FEB 17 1951

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

FROM : The Executives Conference

SUBJECT:

DATE: December 19, 1950

Tolson _____
 Ladd _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

The Executives Conference of December 19, 1950, consisting of Messrs. Ladd, Tracy, Mohr, Parsons for Harbo, Nichols, Belmont, Sizoo, Hargett for Rosen, Clegg and Glavin, reconsidered its original decision concerning the dispersal of Bureau activities.

The original Executives Conference memorandum dated December 13, 1950, which recommended the dispersal of both the Seat of Government proper and the Identification Division is attached hereto.

Considerable discussion was held by the Conference in connection with this particular matter on Tuesday, December 19. Mr. Clegg pointed out in connection with the discussion that during the war,

_____ had _____
 although _____ were twenty miles distant.
 and _____ also kept _____
 with _____ being forty miles distant from _____

b7D

In discussing this matter this morning, it was pointed out by Messrs. Clegg and Tracy that in the first consideration of the possible moving of the Bureau headquarters, they had been of the opinion that such a move would be necessary and had voted with that thought in mind.

Glavin pointed out to the Conference that at the present time this entire matter of the dispersement of Government agencies is in a muddled condition. It was pointed out that there had been comment to the effect that the FBI, an important internal security agency, would necessarily be given high priority. It was pointed out to the Conference that Mr. Edgar Ford of the Department had pointed out that the FBI was the number one priority of the Department insofar as he was concerned in any move for safety of records, personnel and activities. The Conference, therefore, reconsidered the entire matter on the basis that it may not be necessary to move the main Bureau presently located in the Department of Justice Building. The Conference unanimously was of the opinion that the Identification Division activities of the Bureau should be removed to the perimeter of Washington in that area suggested by the Director between Bethesda and Gaithersburg, since many of the fingerprints presently on file in the Identification Division could not be duplicated if they were destroyed through bombing attacks.

FEB 5 1951

Messrs. Tracy, Parsons, Clegg, Sizoo and Hargett also feel that the Bureau headquarters should be moved to the Washington perimeter if such moves are made. The members of the Conference recommending

CC: Mr. H. H. Clegg

Mr. Mohr

WRG:VH

Copy filed in 66-2554

Memo
 Mr. 1-2-51
 WRG:VH

Memorandum for the Director

this move feel that we have information in our security files at the Seat of Government that should be removed from the heart of town; that we have certain information contained in those files that is not duplicated in any field file; that it is essential that the Bureau consider its responsibilities under the internal security program of the country; that we would not be assisting in the over-all security of the country if we continued to maintain quarters in downtown Washington which may be subject to bombings with the destruction not only of our records, but also of qualified experienced personnel. The members of the Conference voting for a dispersement of the main Bureau to the perimeter area feel that such a move should be made so that we would under any consideration have a sufficient qualified staff to continue our essential work.

Messrs. Ladd, Nichols, Belmont, Mohr and Glavin, while recommending that the Identification Division be moved to the perimeter area because of original unduplicated records maintained in that Division, recommend that since the Cabinet is going to remain in Washington proper, since we have received oral information that the Assistant Attorneys General will remain in Washington proper, there appears to be no reason why the Bureau headquarters should move from its present headquarters in the Department of Justice Building. Those voting in favor of continuing in our present quarters point out that if the Bureau is moved to the perimeter of Washington, even though the danger of attack by bombing may be dissipated in the future, such a move would give us permanent quarters outside of Washington with the resultant increase in administrative overhead. Those recommending remaining in our present quarters in the Department of Justice Building realize that we may have some records in our Files Section which are not duplicated in the field. However, a great majority of such records will be duplicated in the field and the great bulk of our closed investigative files which are presently housed in the Identification Division would go with the Identification Division to a perimeter location outside of Washington.

Pending the Director's decision in this particular matter, further action in advising the Attorney General of the Bureau's desires is being held in abeyance.

Respectfully,
For the Conference

Concur
H.
See memo of 11/2/51
of 11/2/51
change
11/17/51
Clyde Tolson

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

FROM : The Executives Conference

SUBJECT:

DATE: December 13, 1950

Tolson ☒

Ladd ☒

Clegg ☒

Glavin ☒

Nichols ☒

Rosen ☒

Tracy ☒

Harbo ☒

Belmont ☒

The Executives Conference of December 13, 1950, consisting of Messrs. Ladd, Sizoo, Clegg, Rosen, Belmont, Mohr, Parsons for Harbo, Tracy, Nease, Nichols and Glavin considered a communication received from the [redacted] Referral/Consult

[redacted] A copy of the communication in question labeled "Secret" dated November 9, 1950, which was received in the Bureau late on the afternoon of December 12, 1950, is attached hereto for the Director's information. Referral/Consult

Briefly, the Director of the [redacted]

It was pointed out to the Conference that the assumptions as approved by the National Security Resources Board and the General Services Administration, which may be made in preparing plans are as follows:

1. Washington will remain the Seat of Government.
2. A devastating attack may occur without any warning.
3. No additional Federal office buildings will be constructed in the central area, but new buildings will be provided in the dispersal area.
4. The temporary wooden buildings constructed during World Wars I and II will be vacated.
5. Office space will be provided for these organization units the functions of which can be performed in completely removed locations. 2/
6. Bomb-proof or bomb-resistant shelter will be provided for personnel stationed in the central area.
7. Protected space will be provided for the preservation of valuable records and equipment which cannot be duplicated or transferred to locations outside the central area.

ENCLOSURE ATTACHED

ENCL

COPIES DESTROYED
10 SEP 30 1969

CC: Mr. H. H. Clegg
Mr. Mohr

WRG:VH

Memorandum for the Director

The Conference was advised that Mr. Edgar Ford of the Department of Justice had advised Glavin that from information he had received, it was expected that the Cabinet officers would remain in Washington under the dispersal plans. Ford advised Glavin that he understands that the Assistant Attorneys General would remain in Washington in the Department of Justice Building, even though there is a dispersal of certain of the Justice activities. The Conference was further advised that information was received from the same source that the Department feels that the FBI is the number one priority insofar as securing space in the dispersal area of Washington; that the Internal Security Unit of the Department of Justice is the next priority, and the Immigration and Naturalization Service is the next priority for moving to a dispersal location. There has been no definite determination of what parts of the Department of Justice would be moved to a dispersal location. The Department is desirous of being advised by the Bureau as to its desires regarding the location to be occupied by the Bureau in the event the dispersal plan is approved.

The Conference was advised that Ford had stated that one section of the Department had suggested that it be moved between Bethesda and Gaithersburg, Maryland, having in mind the fact that the B. & O. Railroad facilities could be used and, further, there are good highway facilities to that particular area.

The Conference gave serious consideration to the plans which should be promulgated by the Bureau in planning for the continuity of operation under emergency conditions. The majority of the Conference, with the exception of Messrs. Rosen and Sizoo, recommended that all Bureau functions presently handled in the Department of Justice Building and in the Identification Division Building be considered for dispersal within the dispersal perimeter around Washington. The Conference understands that this dispersal area would be no less than twenty miles nor more than twenty-four miles from Washington. The majority of the Conference felt that all activities of the Bureau should be contiguous in the dispersal area. They pointed out that if we occupy one of the sites on the perimeter of Washington, there would be little change of any direct hits as a result of bombings, and it was felt that we could much more satisfactorily perform our work if all of our activities, investigative, supervisory, laboratory, administrative, training, inspection and identification work, were maintained with strict central control. It was pointed out by the majority that decentralization of any of our activities, and by decentralization is meant the locating of certain of our activities in cities distant from Washington, would be undesirable since there is such a tie-in between the various activities at the Seat of Government. It was pointed out that under our present programs, the Loyalty program,

Memorandum for the Director

Atomic Energy program, Immigration and Naturalization program and Coast Guard program, it is necessary in many instances to have both our Ident files checked and our regular files checked, and if one portion of the Bureau was decentralized to a distant city, it would mean double handling of many of these requests.

Mr. Clegg agreed that it is desirable to have all of our activities together. He did state that if decentralization is necessary, that the Laboratory, with the exception of the Radio and Electrical, and Cryptanalysis Sections, and the Identification Division, the Crime Statistics Unit, and the training and Quantico phases of the Training and Inspection Division, could be decentralized to some distant point from Washington. Messrs. Rosen and Sizoo feel that the Identification Division, the Laboratory and the training facilities of the Training and Inspection Division should be considered for decentralization at this time. The members voting for decentralization understand that the cities to be utilized for such decentralization of Government activities are not yet known. However, these cities will be distant from possible points of attack. Messrs. Rosen and Sizoo felt that the activities of the sections of the Bureau which they recommend for decentralization could be handled without any difficulty if they were moved from Washington to some point distant from Washington. The entire Conference understands that if there is a decentralization under the present proposed program, such a decentralization is to be permanent and would not be brought back to Washington at any future date.

With reference to the possible location of the Bureau in the dispersal perimeter, Messrs. Ladd, Sizoo, Clegg, Belmont, Mohr, Parsons for Harbo, Nease, Nichols and Glavin recommend that we advise the Department that the Bureau feels that a dispersal location west of Washington in Virginia in the approximate area near Fairfax, Virginia, would be entirely satisfactory.

For the Director's information, Fairfax, Virginia, is a short distance off a big, main, double, trunk highway and it can also be reached by several other good first class roads from other sections of nearby northern Virginia. Fairfax is approximately sixteen miles from Washington.

Messrs. Rosen and Tracy recommend that the Bureau recommend to the Department that consideration be given to locating the Bureau in the northwest Maryland area, which area would encompass the area beyond Bethesda and cover through on Gaithersburg, Rockville, and that surrounding area there. Again, there would be good roads and access could be had to such quarters without a great deal of difficulty. Those who are partial to the northwest Maryland area point out that

Memorandum for the Director

locating in Virginia, we would have to depend on bridges for travel from Washington to our dispersal location; that they felt such dependency would be undesirable. Mr. Clegg pointed out, however, that during the past war none of the bridges over the Thames in London were destroyed even though London itself was brutally punished by bombings.

The Conference gave further consideration to the protection of indispensable operating records for emergency use. It will be recalled that it was originally determined that the Bureau felt in case of enemy invasion, all of its records at the Seat of Government should be destroyed, the destruction of records to include not only our investigative and administrative files records, but also our fingerprint records maintained in the Identification Division. In considering this particular matter and the recommendation to be made by the Bureau regarding the retention of records which would be essential in the operation of the Bureau under emergency conditions, the Conference unanimously feels that it would be unnecessary to duplicate any of our fingerprint records, even though there are a number of fingerprint records on file in the Identification Division, copies of which are not on file elsewhere in the country.

The majority of the Conference feels that if the Identification Division was located in the dispersal area, there would be very little likelihood of the records being destroyed by bombings. Mr. Tracy pointed out that we have represented in our fingerprint files approximately 80,000,000 people and that 8,000,000 of these individuals are those on whom police fingerprint records have been submitted and copies of these fingerprint records, of course, would be located in the files of the law enforcement agencies which originally submitted the records to us for handling. The remaining 72,000,000 cover Government employees, members of the armed services, defense industry employees of World War II and the like, and are not duplicated elsewhere. It was pointed out by the Conference that it would not be necessary to actually destroy any of these records unless and until there was an actual invasion at which time the fingerprint records could be destroyed.

With reference to the remainder of our files, it was the consensus of opinion in the Conference that it would not be necessary to microfilm, to copy or to pull copies of any of our investigative files or reports maintained at the Seat of Government in the Records Section. It was pointed out by Messrs. Ladd and Belmont that information on our pick-up lists under the Detcom program has already been made available to an inland office, Omaha; that each divisional office has a copy of the security index cards of individuals in their particular territory, and it is not felt that additional records would be needed by the Bureau covering this program to pick up the people

Memorandum for the Director

✓ who would necessarily have to be apprehended in case of war. They further point out that in the majority of instances copies of the reports contained in our investigative files at the Seat of Government are contained in the office of origin in the field and it would be unnecessary, therefore, to have duplicate copies of our files here prepared at this time. It is pointed out again that if the Bureau is located in a dispersal area on the perimeter of Washington, there is every possibility that our location would not be bombed in case of a bombing attack. The Conference feels that in case of invasion, when it would be necessary to evacuate Washington, that the records should then be disposed of. } 7

The Conference wishes further to point out to the Director that steps have already been taken to see that copies of our payrolls are forwarded monthly to the Omaha Division and arrangements have also been made to microfilm the fingerprint records of all Bureau employees for forwarding to the same office for safekeeping, these microfilmed records to be utilized for identification purposes if and when necessary in the event our original personnel records were destroyed.

|| The Conference recommends, therefore, that the attached memorandum go forward to the Department of Justice concerning the above particular matters.

Respectfully,
For the Conference

Clyde Tolson

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 1-27-51

FROM : W. R. Glavin

SUBJECT: DISPERSAL OF GOVERNMENT AGENCIES

Bureau War Plans Emergency Headquarters for S.O.G.

Concerning previous memoranda submitted in connection with the above-mentioned matter this is to advise that I have again spoken to representatives of the Bureau of the Budget concerning the Bureau's decision that it should remain in its present quarters and not be considered either for decentralization or for dispersal on the Washington dispersal perimeter.

Mr. Schmid of the Bureau of the Budget discussed this matter with me in great detail. He stated that certain representatives of the Bureau of the Budget were wondering whether our records would in any way be jeopardized by retaining our present quarters.

I pointed out to Mr. Schmid, as I have pointed out in the past to Budget representatives prior to this time, that insofar as our investigative reports were concerned we have duplicate records in the field and duplicate case files could be secured from the various offices of origin in the field. I also pointed out to him that duplicate fingerprint records could be secured and, in response to his inquiry, I did point out that it is entirely possible that certain of the non-criminal fingerprint records could not be duplicated. I pointed out, however, that we felt that since the higher echelon of the government is to remain in Washington proper that in view of the fact that they would necessarily have to be contacted that the Bureau's headquarters could serve best by having a central location where information could be furnished to the administration, military or other authorized persons without delay and that we feel that being quartered as we presently are was just as safe as being quartered elsewhere. Comment was made that if we were on the perimeter of 20 miles from Washington we could probably render services as needed and it might be safer there from bombings. I advised Mr. Schmid that I did not feel we would be any safer on the perimeter than now and further we must remember if conditions come to exist such as is anticipated in a perimeter dispersal plan the roads would be clogged, ~~the~~ might be damaged through bombings, the wire services would be destroyed, there would be very little telephone service and radio transmission would probably be damaged and for all practical purposes we would not be able to do the job as we should if we were located outside the central Washington area. Mr. Schmid felt that we had a very good case and he is passing this information on to others in the Bureau of the Budget. I advised him that any repre-

WRG:cr

RECORDED - 48

166-17381-1527 5 FEB 11 1951

62 FEB 24 1951

Memo for Mr. Tolson

representatives of the Bureau of the Budget desires further information as to why the Bureau had arrived at its decision I would be very happy to further discuss this matter with such representatives. He stated that he would let me know if there was any further question concerning this particular matter.

For your further information, Inspector Leo Laughlin of the Security Division has had representatives of the Security Division see the appropriate representatives of Mr. Symington's organization, the National Security Resources Board, to advise officials there of the Bureau's desire to remain in its present quarters. Mr. Laughlin will submit an appropriate memorandum concerning these particular contacts.

Mr. Symington personally advised that Director desires that Bureau remain in Washington

JFM
V.

Mr. Fred C. Kilguss
Deputy Administrative Assistant
Director, FBI Attorney General

April 2, 1951

EMERGENCY RELOCATION PLANNING

RECORDED - 63

Reference is made to your communication of March 23, 1951, with which you forwarded a photostatic copy of the Bureau of the Budget Bulletin Number 51-11, addressed to the Heads of the Executive Departments and Establishments concerning the subjects of emergency relocation planning.

Responding to the request for emergency relocation data, and utilizing the identification figure numbers furnished by the Bureau of the Budget, the Bureau wishes to advise as follows:

1. Federal Bureau of Investigation

2. The major functions of the Federal Bureau of Investigation are the investigation of violations of certain of the Federal statutes such as kidnapping, bank robbery, extortion and many others; the investigation of matters pertaining to the internal security of the United States. You will recall that President Truman, under date of July 24, 1950, issued a directive designating the Federal Bureau of Investigation as a coordinating agency covering matters of an internal security nature of the continental United States and certain of its possessions and territories; the Bureau has the responsibility for the investigation of applicants for employment in a number of government agencies such as the Atomic Energy Commission, the Voice of America Program, et cetera; under the President's Loyalty Program, the Federal Bureau of Investigation has the responsibility of checking its investigative and identification files of applicants for employment in the Security Branch of the Government; maintains the Identification Division which houses 117 million sets of fingerprints, exchanges fingerprints with law enforcement agencies throughout the United States and many foreign countries, these files being utilized for checking against the fingerprint records of Government employees, members of the armed forces, aliens requesting citizenship and many other such checks.

3. Washington area personnel as of June 30, 1951, is estimated at 6050, which includes personnel for whom supplemental funds are presently pending approval by Congress.

4. Yes. The Federal Bureau of Investigation maintains 52 divisional offices in the field located both in the continental United States and in the territories of Hawaii and Alaska, and the possession of Puerto Rico.

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

APR - 3 1951

Memorandum for Mr. Kilguss

5. The positions concerning the delegation of authority have been set up.
6. Instructions have been prepared.
7. Yes.

8-14. You will recall that the Federal Bureau of Investigation has requested that it be not considered for dispersal or relocation. The work of the Federal Bureau of Investigation is such that it will be absolutely essential that its services be available at the Seat of Government proper in the event of any emergency. It is felt that we can function in our present location in Washington in view of any war emergency with the exception of complete evacuation of the city. The Bureau has set up a chain of command not only at the Seat of Government, but among the divisional offices so that the Bureau's emergency functioning will continue without delay in the case of death by disaster of its key personnel. Each of the Bureau's divisional offices and its divisions at the Seat of Government have set up appropriate emergency working schedules that can be placed into operation without loss of time under emergency conditions. Arrangements have already been made to see that necessary information concerning personnel and other important records are available in one of the inland divisional offices of the Federal Bureau of Investigation in the event our records in Washington are partially or totally destroyed.

CC: Mr. Gauthier

WRG:cr

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON ✓

FROM : W. R. GLAVIN ✓

SUBJECT:

DATE: June 4, 1951

✓

Tolson _____

Ladd _____

Clegg _____

Glavin _____

Nichols _____

Rosen _____

Tracy _____

Harbo _____

Belmont _____

Mohr _____

Tele. Room _____

Nease _____

Gandy _____

I communicated with Dr. Ikenberry, President of State Teachers College, Shepherdstown, West Virginia, today and made arrangements to see him tomorrow, June 5, between 1:00 and 2:00 P.M., concerning the possibility of procuring space in the college at this time for the purpose of running in telephone cables and possible storage space for telephone and teletype equipment. Dr. Ikenberry stated that the Chairman of the State School Board was in Shepherdstown at this time and he felt tomorrow afternoon would be an excellent time for me to go to Shepherdstown.

It is my intention to lay the groundwork with the Chairman of the Board and Dr. Ikenberry to have appropriate space set aside for us if this can be done and make arrangements for communications and radio men to proceed to Shepherdstown at a later date for the actual running of cables and storage of equipment.

WRG:amb

RECORDED - 138

JUN 6 1951

JUN 24 1951

THREE

51 JUN 19 1951

BUREAU WAR PLANS ALTERNATE HEADQUARTERS

FOR SOG.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 6-23-51

FROM : W. R. Glavin

SUBJECT: EMERGENCY HEADQUARTERS
SHEPHERDSTOWN, W. VA.

Tolson	
Ladd	
Clegg	
Glavin	
Nichols	
Rosen	
Tracy	
Harbo	
Belmont	
Mohr	
Tele. Room	
Nease	
Gandy	

BUREAU ALAR Plans Emergency Headquarters
FOR With reference to the attached memoranda concerning the
 installation of telephone lines at State Teachers College, Shepherdstown, West Virginia, Messrs. McGuire, Parsons, Newman and myself met a representative of the Bell Telephone Company and also the Central Telephone Company, the independent telephone company servicing Shepherdstown at the college, on Tuesday, June 19, 1951.

Previous to this time I had discussed with Dr. Ikenberry, President of the College, the Bureau's desire to have the necessary emergency lines run in to the college at this time so that we would be able to function without any delay whatsoever in the event of an emergency. Dr. Ikenberry previously approved of having the technical men survey certain possible available space in the college to determine where the telephone and teletype cables could be terminated and where the necessary equipment could be stored. A room was found in the main administration building of the college in the basement floor where the cables could be terminated, where the switchboard could be stored and where the teletype, radio and other related equipment could be stored so that they could be immediately placed into operation in case it becomes necessary for the Bureau to occupy the college in that town. The room which was selected was a library storage room and, according to the technical men present, would be entirely satisfactory for the installation of the equipment in question. Mr. McGuire has acquainted Mr. Nichols with the matter and the telephone men are going ahead with the construction of the board and will do the necessary outside work on the stringing or laying the cable. I suggested to these men that the cable installation into the college and the moving of the switchboard and teletype machines should be held in abeyance until completion of the summer term of the school the latter part of August. There will be two weeks then before the beginning of the fall term where there will be very few people present at the college and these installations can be made without any comment being made concerning them.

I pointed out to all representatives present that it is absolutely essential that this entire project be maintained on a top secret level and that under no consideration must any comment be made about it at any time.

I expressed my sincere appreciation to Dr. Ikenberry for the

cc: Mr. Parsons
 Mr. Nichols
 Mr. McGuire

RECORDED - 15

JUL 5 1951

WRG:cr

EX - 32

UNRECORDED COPY FILED IN 62-31567-1

Memo for Mr. Tolson

Director and through him to the Board of Education for their continued cooperation with the Bureau in this particular matter. I invited the Doctor to call at the Bureau whenever he is in Washington.

I will continue to follow this matter and will keep you advised of any developments.

✓

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *h*

DATE: 6-8-51

FROM : W. R. Glavin

SUBJECT:

Tolson ☒
 Ladd ☒
 Clegg ☒
 Glavin ☒
 Nichols ☒
 Rosen ☒
 Tracy ☒
 Harbo ☒
 Belmont ☒
 Mohr ☒
 Tele. Room ☒
 Nease ☒
 Gandy ☒

Reference is made to the Executives Conference memorandum of May 12, 1951, concerning the installation of telephone lines at State Teachers College at Shepherdstown, West Virginia. The memorandum also comments concerning emergency equipment which should be stored at that site.

On June 5, 1951, I proceeded to Shepherdstown and discussed with Mr. Baehr, Secretary of the State Board of Education, and Dr. Ikenberry, President of the State Teachers College, Shepherdstown, the Bureau's desire to have certain cables run to the school and the storing of certain teletype, telephone and radio equipment at that site. Both of these gentlemen stated they would have no objection whatsoever to the Bureau's having the necessary emergency lines installed and arrangements have been made to proceed to Shepherdstown on the morning of June 19, 1951, with a representative of the Telephone Company designated by Mr. Nichols and Mr. Parsons, of the Laboratory, to determine the best possible way to make the cable installation at the present time and the manner in which the equipment should be stored.

Completion of this particular project has been held up until June 19th because the telephone man whom Mr. Nichols desires to make this survey will not be available next week.

CC: Mr. Nichols
Mr. Parsons

WRG:cr

we must try to
avoid any
publicity in
this project

ENCLOSURE

JUL 5 1951

RECORDED - 15

EX - 32

EX - 32

THREE
34

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: May 12, 1951

FROM : The Executives Conference

SUBJECT: BUREAU War Plans
Emergency Headquarters FOR SAC

The Executives Conference consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Ladd, Belmont, Rosen, Sizoo and Nichols considered the matter of providing for communication services at the State Teachers College at Shepherdstown, West Virginia, in order that a minimum delay would be encountered should it be necessary to utilize these facilities. The following were pointed out to the Conference by Mr. Nichols as the minimum facilities we would need:

- (a) A private branch exchange switchboard with 60 telephone stations in the college building.
- (b) Two trunks to the Shepherdstown Central Office.
- (c) Three foreign exchange trunks to Martinsburg Central Office.
- (d) One tie line to Washington.
- (e) Three tie lines to Camp Ritchie or vicinity.
- (f) One private telephone line terminating on instruments to New York.
- (g) One private line teletypewriter circuit to New York.
- (h) Two private line teletypewriter circuits to Chicago.

The facilities at Shepherdstown are being built up and in order to provide for a minimum delay, the following steps should be taken:

- (1) Construction of a cable from the main tie line of the telephone system which terminates in the central office of the Shepherdstown exchange to the college building. This cable will cost the Bureau \$1,398.

It would be to the Bureau's advantage to have this cable run into a room on the college grounds so that the time required to hook up a two-position 80-line switchboard would be at a very minimum. It is believed that a minimum of 60 telephone instruments, the necessary cable and wire should be stock-piled along with two fully wired 80 line

CC: Mr. Clegg

CC: Mr. Mohr

55 AUG 8 1951

LBN:mb

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

Peters ✓
J. Conant

UNRECORDED COPY FILED IN 62-31527-125

RECORDED - 15

66-17381-26

THRE
10

Memo to the Director
From the Executives Conference

May 12, 1951

position switchboards. This will require a non-recurring charge of \$81.75 per month while the equipment is held in storage. It, of course, would be to the Bureau's advantage if space could be provided where the switchboards could be installed. In the event this is not possible, cables could be terminated so that all that would be necessary would be to wire the switchboard to the cable.

The Conference unanimously recommended that Mr. Glavin explore this possibility with the college authorities and that the site be agreed upon where the cable will be terminated in order that telephone company engineers can be advised.

(2) The necessary teletypewriter equipment with reperforators and automatic transmitters should be stock-piled in the immediate vicinity of Shepherdstown, preferably at Martinsburg, where they could be utilized on a moment's notice. This will require a monthly charge of \$400 for rental.

(3) The telephone company advises that if the switchboards are stored in Martinsburg, a maximum of 16 hours' time will be required to install the switchboards and the 60 telephones. In the meantime, five telephones could be installed and connected to the local trunks and three foreign exchange trunks in Martinsburg.

The tie lines to Washington and Camp Ritchie will require from four to 16 hours to install and get into working order. (Camp Ritchie, in the event Washington is bombed, will become the Armed Services communications center operated by the Signal Corps with terminal facilities throughout the entire United States. The Bureau is being included in the master plan which is presently being worked on. Construction has already been started by the Signal Corps at Camp Ritchie.)

The private telephone line to New York will require from two to four hours to put into operation.

The teletypewriter service between Shepherdstown and New York will require between eight to twelve hours to install and put into operation and similar service between Shepherdstown and Chicago and Shepherdstown and Washington will require within 24 hours to complete. (In our communications plans it is contemplated to use Chicago as a relay point should we have to set up operations in Shepherdstown.)

To adequately provide for the Bureau's emergency communications services at Shepherdstown, the total cost at the present time would

Memo to the Director
From the Executives Conference

May 12, 1951

amount to \$5,898 plus a monthly rental charge for equipment stock-piling of \$481.75. Should we move to Shepherdstown and put the plan into operation, a termination charge for the switchboard will amount to \$1,440 reduced at the rate of \$40 per month each month the equipment remains in service until the liability has been amortized at the expiration of a three-year period. In other words, should the service be discontinued, the remaining unamortized portion of the termination charge would become a fixed liability.

All members of the Conference were unanimous in recommending that as soon as funds are available orders are to be placed for the above equipment and facilities, that Mr. Glavin arrange for the installation of the cable into the school building and if possible for the allocation of a corner or small room where the switchboards can be installed. These could be placed in an out-of-the-way place which would not attract attention.

Respectfully,
For the Conference

✓

Clyde Tolson .

OK
d-

~~SECRET~~

THE CHESAPEAKE AND POTOMAC TELEPHONE COMPANY

725 THIRTEENTH STREET, NORTHWEST

WASHINGTON 5, D. C.

E. G. BLISS
ASSISTANT GENERAL MANAGER

TELEPHONE
METROPOLITAN 9900

May 15, 1951

Mr. L. B. Nichols, Assistant Director
Federal Bureau of Investigation
Department of Justice
Constitution Ave. between 9 and 10 Sts.
Washington, D. C.

Dear Mr. Nichols:

You have informed us that you desire us to be prepared to furnish the following telephone service at the State Teachers College at Shepherdstown, West Virginia in case it should be necessary for your Bureau to occupy temporarily that location in case a serious disaster made it necessary to evacuate your present headquarters in Washington. You have also stated that no advance notice of the time of occupancy can be given and that the period of occupancy may be only 30 to 60 days. You have also stipulated that no installation work on the premises may be done in advance and that the cost of the standby arrangements should be limited as much as practicable.

This is the telephone service we are planning to furnish when you occupy the emergency location.

- (a) A private branch exchange switchboard with 60 telephone stations in the college building.
- (b) Two trunks to the Shepherdstown Central Office.
- (c) Three foreign exchange trunks to Martinsburg Central Office.
- (d) One tie line to Washington.
- (e) Three tie lines to Camp Ritchie or vicinity.
- (f) One private telephone line terminating on instruments to New York.
- (g) One private line teletypewriter circuit to New York.
- (h) Two private line teletypewriter circuits to Chicago.
- (i) One private line teletypewriter circuit to Washington.

RECORDED - 15

166-17381-27
JUL 5 1951

~~SECRET~~

030 REC'D WER Plans Emergency Headquarters

FOR SOG

50 JUL 17 1951

UNRECORDED COPY FILED IN 62-31567-1

~~SECRET~~

In order to be prepared to finish this service on such short notice, certain preparatory steps should be taken at once. Below, I am listing the action we should proceed to take at once and the charge which would be made to your Bureau for these standby arrangements. This tabulation shows the company responsible for the undertaking.

Central Telephone Company

Construction of cable between Central Office and College buildings -- \$1,398.

Purchasing and storing two-position 80-line switchboard and 60 telephone instruments and necessary cable and wire -- \$4,500 non-recurring charge and \$81.75 per month while the equipment is held in storage.

Chesapeake and Potomac Telephone Company of West Virginia

Secure and store teletypewriter machine with reperforator and automatic transmitter -- \$50.00 per month, while equipment remains earmarked and in storage.

Chesapeake and Potomac Telephone Company (Washington)

Secure and store teletypewriter machine with reperforator and automatic transmitter -- \$50.00 per month, while equipment remains earmarked and in storage.

American Telephone and Telegraph Company

Six teletypewriter machines with typing reperforator and automatic transmitter -- \$300.00 per month while the equipment remains earmarked and held in storage.

With these preparatory steps completed the entire installation you will require on your occupancy of the location can be placed in service in accordance with the following approximate time intervals:

The cable construction, we are informed by the Central Telephone Company, will start promptly on receipt of instructions from you and will be completed as soon as possible.

The switchboard positions and station equipment will, on acceptance of the Plan, be ordered and stored as promptly as they can be shipped from the factory.

The installation of the switchboard and the PBX stations will require 16 hours to complete. Five stations, however, can be completed within three hours and connected direct to the two local trunks and the three foreign exchange trunks to Martinsburg.

The tie line to Washington and to Camp Ritchie will require between four and 16 hours to complete. The private line to New York terminating on instruments will require between two and four hours to complete.

~~SECRET~~

The teletypewriter service between Shepherdstown and New York will require between 8 and 12 hours to complete, and the similar service between Shepherdstown and Chicago and Shepherdstown and Washington will be complete within 24 hours.

The above time intervals are all contingent on the availability of the interexchange facilities necessary to provide the circuits required. Under existing conditions we cannot agree to hold such circuits for possible use at an indefinite future date unless they are ordered into service now by you.

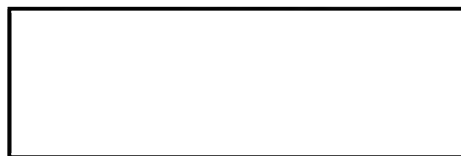
After the equipment is placed in service the following indicates the charges that will apply:

Standard tariff rates of the respective companies will apply to telephone station equipment, teletypewriter instrumentalities, mileage, service connection charges and messages. The Central Telephone Company will require a minimum contract period of three years for the two positions of private branch exchange, with a termination charge liability of \$1440 reduced at the rate of \$40.00 per month each month that the equipment remains in service, until the liability has been amortized at the expiration of the three-year period. If the service is disconnected within the three-year period the remaining unamortized portion of the termination charge liability becomes due at once.

At your request the provisions of this proposal were coordinated with all of the Companies involved. However, with respect to the Central Telephone Company, any final arrangements should be made directly with that Company for their share of this project.

Will you kindly advise me whether the proposal contained in this letter is satisfactory to your Bureau and if so authorize us to proceed with the preparatory action listed herein.

Sincerely yours,



b6
b7C

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *AB*

FROM : V. P. KEAY *VPK*

SUBJECT: *H. J. RESOLUTION 259*
82ND CONGRESS, FIRST SESSION
TO CREATE A COMMISSION ON
GOVERNMENT SECURITY

DATE: May 24, 1951

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____

PURPOSE:

BUREAU WAR PLANS - ALTERNATE

HEADQUARTERS SEAT OF GOVERNMENT

To summarize the captioned joint resolution which was introduced in the House of Representatives by Congressman Holifield on May 15, 1951, and was referred to the Committee on the Judiciary.

SUMMARY OF JOINT RESOLUTION:

This resolution proposes to establish a nine-member Commission on Government Security. This Commission would investigate and study the feasibility of establishing an alternate site for the United States Government to be used in the event of attack by a foreign power. The Commission would particularly consider the following points:

- (1) Possible sites for the alternate Seat of Government;
- (2) The buildings and other facilities which would be required at such site;
- (3) The extent to which duplicate records and documents would have to be made available at any such site to insure the efficiency and continuous operation of the Government;
- (4) The procedures to be followed in selecting successors to the President, Vice President and members of Congress in the event of casualties from an attack.

The Commission would be empowered to obtain information, facilities and personnel to carry on its study from any department or agency of the Government. A report of the study would be completed by January 31, 1952.

POSSIBLE EFFECT UPON BUREAU:

If enacted, the Study Commission could be expected to ask the Bureau and other Government agencies the following questions:

623

62 JUL 1 SE-36

JUN 1 1951

RECORDED - 1

INDEXED - 1

COPIES DESTROYED

10 SEP 30 1969

UNRECORDED COPY FILED IN 66-17381-27X

(1) What office space, communication facilities, etc., would be needed at alternate headquarters;

(2) What records would have to be duplicated and maintained at the alternate headquarters.

OBSERVATIONS:

The alternate space, records, etc., apparently, would be established in advance of any attack. At the threat of attack, there could be an orderly transfer of Government to the alternate site.

The movement of the Bureau in such circumstances would have to be a part of an overall Government plan. Until such overall plans become more concrete, either through such a legislative study as this bill contemplates or through study by the responsible agency of the Executive Branch, it does not appear that the Bureau can make any definite plans in this direction.

RECOMMENDATION:

It is recommended that this memorandum be routed to Mr. Glavin, who would serve as the coordinator of any contemplated evacuation and to the coordinator of the Bureau's war plans for their information.

Noted
S 5/16/51

September 26, 1951

The President
The White House
Washington, D. C.

My dear Mr. President:

RECORDED - 1-28
I have your letter of September 25, 1951, advising that you had asked Mr. David H. Stowe, of your staff, to discuss with me the plans of the FBI to assure continued operation under times of emergency such as enemy attack.

I will be very happy to have Mr. Stowe call at my office at any time to discuss the matters he has in mind. We have made definite progress in our own planning and I will send our plans directly to Mr. Stowe in response to information requested by the Ad Hoc Committee on Alert Planning within the next few days.

Respectfully submitted,

J. Edgar Hoover

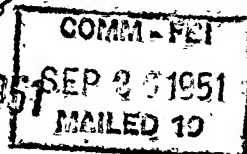
cc: Mr. Ladd
cc: Mr. Glavin
cc: Mr. Laughlin

JJM:hmc

SEP 26 2 50 PM '51

U.S. DEPT. OF JUSTICE
FBI
RECEIVED - MR. T. E. GUNN

76 OCT 22 1951



Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. R. T. Harbo *Ref*
 FROM : Mr. I. W. Conrad *SW*
 SUBJECT: ~~Emergency Plans,~~
~~CW Radio Equipment,~~
Shepherdstown, West Virginia

DATE: October 5, 1951

In accordance with your instructions, CW radio equipment was moved from the Bureau to dead storage in the basement of the Administrative Building at Shepherds College, Shepherdstown, West Virginia. Three 1-1/2 ton truck loads of equipment were moved into the building under cover of darkness on Saturday night September 15, 1951.

The equipment moved to this storage location constitutes a Simplex CW emergency radio station primarily designed to communicate when set up with the Bureau's main Duplex radio sites wherever they may be in the general vicinity of Washington, D.C.

For future reference purposes, there is attached hereto a list of equipment which was transported to and stored in the location mentioned above.

ACTION:

None. File for future reference purposes only.

Attachment

R.M.: AB

51 OCT 16 1951

RECORDED - 23

INDEXED - 23

66-17381-29
OCT 12 1951

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

HOLMES
 Wherry

Bureau War Plans Emergency Headquarters for SOG.

RADIO SHIPMENT TO SHEPHERDSTOWN, WEST VIRGINIA
SEPTEMBER 15, 1951

2 crates BC-339 1 KW transmitters. 870 pounds each.
2 crates BC-339 exciter decks. 250 pounds.
2 crates plate power transformers. 500 pounds each.
2 crates voltage regulators. 300 pounds each.
2 crates blower assemblies and accessories. 300 pounds.
1 PE-75, 110 volt AC 2.5 KW gasoline driven generator. 430 pounds.
3 National HRO receivers complete with power supply, speaker and coils.
1 400 pound HT4B transmitter complete with antenna changeover relay and RF chokes.
1 carton tubes, 250 TH, 807, 5Z3, 6L6, 6V6, 866(2), OD3.
1 set of 8 HT4B exciter cans 2-18 mc.
3 Crystal headphones, model 200.
1 Feather weight head set
3 transmitting keys type M-100
2 automatic speed keys
200 feet #16 stranded wire.
100 feet two-conductor telephone wire
250 feet #22 wire
1000 feet #12 soft drawn enameled copper wire
1000 feet #12 enameled copper weld wire
50 feet #129 RH 600 Volt wire
4 galvanized iron single sheave pulleys
6 ground clamps
7 diamond insulated screws 5/8"
24 bridle rings 1-1/4" eye style C
24 lag screws 1/4x4
6 transmitting lead-in insulators (Birnbach)
15 stand-off insulators (Birnbach)
8 Pyrex transmitting insulators 7"
12 Pyrex antenna insulators #67007
75 transmission line spreaders
250 feet shielded cable #8432
3 antenna shorting relays
1 set of HT4B coils for operation on 4030, 5060, 7905, 9015, 15955, 14460, 14495 and 17405 KC.
2 antenna masts and accessories, 3 cartons
1 box misc. construction material, bolts, nuts, plugs, jacks, switches, etc.

66-17381-29

ENCLOSURE

October 10, 1951

MEMORANDUM FOR MR. TOLSON
MR. LADD
MR. CLAVIN
MR. HARBO
MR. BELMONT
MR. NICHOLS

Yesterday I saw Admiral Souers and Mr. David H. Stowe, Administrative Assistant to the President, who called at my office to discuss with me the war plane relocation for the FBI in the event of a national emergency.

We had forwarded to Mr. Stowe the night before by letter a detailed memorandum on this matter. Mr. Stowe stated that he had an opportunity to glance through the memorandum and was quite pleased with it. He said there were two items, however, that he felt should be given careful attention.

First, he stated that he felt that representatives of this Bureau familiar with the matter should contact Colonel Bronson of the National Security Resources Board for the purpose of exploring the desirability of connecting our standby location at Shepherdstown with the Microwave Service which is only four miles distance from Shepherdstown. I would like, therefore, to have whoever is familiar with this matter make the appropriate contact at once with Colonel Bronson in order that this matter may be given prompt attention.

Mr. Stowe said that the second matter which gave him concern was the fact that we had no permanent standby headquarters, the one which we have planned being a temporary one on loan from Shepherd College at Shepherdstown. He stated that there were five agencies which the President had indicated should be in the special group for immediate removal from Washington in the event of a bombing or other disaster. He stated that two of these agencies, one of which is CIA, have a permanent setup which they are operating as a school somewhere in the vicinity of Warrenton, Virginia. He stated that the State Department and this Bureau had temporary standby setups and that the fifth agency in the group had not been able to develop any standby setup, permanent or temporary. He stated that he considered it to be very necessary for this Bureau and, in fact, all of the other four agencies in the five-agency group, to effect permanent standby operations. I informed him that I shared this view but that obviously we had no funds or authority upon which to set up any such permanent agency in the general vicinity of Washington. Admiral Souers then commented that the discussion which

BUREAU WAR PLANS Emergency
Headquarters for SAC
Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Algen
Belmont
Laughlin
Mohr
Tele. Room
Nease
Gandy

51 OCT 15 1951

RECORDED - 47

106-17381-30
OCT 11 1951
8

JEH:md

he and Mr. George Elsey had had with me several weeks ago, concerning the desire of the President to have explored the expansion of our National Academy, might be the basis for the setting up of a permanent academy somewhere in the vicinity of Washington, which in turn could be used as a permanent standby setup in the event of an emergency and should the Bureau have to evacuate its present quarters in Washington. He also commented that the radio stations which we will shortly have to move from Maryland might be established in the same permanent setup.

I told Mr. Stowe and Admiral Sowers that, of course, this program would have to be one especially approved by the President and concurred in by the Budget Bureau and then forwarded to Congress for the necessary authorization and appropriation. Both Admiral Sowers and Mr. Stowe stated they thought that this should be done and that they were going to take steps immediately to explore the matter at the White House to see what the views of the President might be.

In view of the imminence of this, I think it is imperative that we give immediate attention to locating several appropriate sites in the general vicinity of Washington where we might have a permanent setup to accommodate the Bureau if we had to relocate in a war emergency; to accommodate the National Academy and training facilities for the Bureau; and to include the two radio stations which are now being operated in Maryland. I would much prefer to obtain developed land and buildings, rather than to obtain undeveloped land and have to put it into condition and have extensive buildings erected. Time, of course, is of the essence in this matter. What I do want to be prepared for is to be able to have something specific that I can discuss with representatives of the White House when this matter is given further consideration.

During the course of Mr. Stowe's conversation with me, he also mentioned that he would appreciate it if from time to time he could request the Bureau to make a few field investigations of some of the personnel who are assigned to his special task group in the White House. This is a highly secret group and consists of only a very few persons and he stated his request would not be for more than five or six investigations. I told him that when he had any matter of this kind, he should take it up with me or give it to Mr. Bartlett, the Bureau's liaison representative with the White House.

Very truly yours,

J. E. H.
John Edgar Hoover
Director

SENT FROM D. O.
TIME 7 1/2
DATE 10-10-57
BY <i>huw</i>

*Import. & Urgent
Sent by msg. *huw**

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Alden _____
Belmont _____
Laughlin _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

DATE: *August 2, 1951*

Tolson _____
Ladd _____
Clegg _____
Glavin ☒ _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

According to Colonel Bronson, the following are the emergency relocation sites for the key agencies:

b7E

RECORDED - 23 OCT 10 195

Colonel Bronson advised that the President is anxious to have at his fingertips a book showing the planning for the key Government agencies as to the proposed operations in the event of an emergency.

ATTACHMENT

CHB:mfs

In this regard, Colonel Bronson has prepared a questionnaire which has been approved by both Mr. David Stowe, Administrative Assistant to the President, and Admiral Dennison, Naval Aide to the President. The questionnaire is attached hereto and requests information which the Bureau has never made available to sources outside of the Bureau.

There are also attached samples of three sheets, which, when completed, would form the basis for the information which would be on the President's desk.

There is also attached a sheet entitled, "Progress Sheet of Alert Planning." This sheet will be used by the NSRB in putting together the information received from the key agencies and will reflect at a glance the progress being made by the agencies on a month to month basis.

COMMENTS:

The Bureau's planning along this line has been handled by Assistant Director Glavin. It is believed that he is the logical person to forward this request to so that the proper information or answer can be obtained to pass on to NSRB.

It may be noted that Colonel Bronson desires to have this information prior to September 10 if possible.

RECOMMENDATION:

It is recommended that this memorandum, with its attachments, be routed to Assistant Director Glavin for handling.

PROGRESS CHART OF ALERT PLANNING

FUNCTIONS: Defined
Priority Established
Maximum Decentralization

EMERGENCY
SITES: Formal Approval
Facilities
Pre-Alert Coord.

SUCCESSION: For Chief
For Div. Heads

VITAL
RECORDS: Reproductions
Dispersal

ALERTING: Procedures
Shelter
Warden Service

MOVEMENT: Expedite Chief
Transportation
Decontamination
Security-Old Site

COMMUNI-
CATIONS: Land Lines
Radio
Cryptographic
Security
Priority Precedence
SOP Reports
Courier
Liaison

HOUSE-
KEEPING: Supplies & Equip.
Transportation
Emerg. Power
Admin. Pers.
Pers. Services

COORD.w/D.C.
(Civil Defense):

PLANNING: Formal Approval
Dissemination
Test & Drill

66-17381-31
ENCLOSURE

~~SECRET~~

DIRECTORY OF EMERGENCY RELOCATION SITES
(SEE DIRECTORY OF AGENCIES) DATE AS OF:

ADDRESS AND PHONE

Federal Bureau of Investigation
9th Street and Penna Ave. NW.
Washington, D.C.
Telephone: Executive 7100

AGENCIES UTILIZING (Which See) AND PURPOSE

F.B.I. will have exclusive
use of its emergency relocation
site

PRESENT USE OR STATUS (Include any target dates)

F.B.I. does not anticipate use of
the emergency relocation site except in
the case of necessary evacuation of
Washington, D.C.

CAPACITY (Square Feet)

a. Total 100,000 square feet
b. Planned Usage 100,000 square feet

MAJOR FACILITIES AVAILABLE NOW.

559, 776 square feet of space at
Justice Building, Federal Office Building
No. 1 and Old Post Office Building. In
addition there are 40,000 square feet
of space in the old Post Office which is
utilized by the Washington Field Office which

MAJOR FACILITIES AVAILABLE AFTER RELOCATION

100,000 square feet of space at
Shepherd College, Shepherdstown, W. Va.
In addition there is presently under
construction on the campus of Shepherd
College a field house which will be
available to the Bureau

OWNERSHIP, BASIS, OF OCCUPANCY, EXPENSE, ETC.

Owned by the State of West Virginia,
available to F.B.I. on an emergency
basis. There is no permanent rental,
however, it is anticipated that the
State would be reimbursed for the
period of federal utilization.

STATE

COUNTY

TOWN

NAME OF BUILDING OR AREA

West Virginia, Jefferson, Shepherdstown

Shepherd College

Sheet ____ Of ____

~~SECRET~~

(Over)

~~SECRET~~

DIRECTORY OF KEY PERSONNEL FOR EMERGENCY RELOCATION

DATE AS OF: _____

DESIGNATED EMERGENCY POST OF DUTY (Agency, Address, Phone, etc.)

HOW TRAVEL TO SITE:

Automobile

WHEN:

after direct enemy attack

HOW NOTIFIED OF ALERT?

By telephone from White House

OTHER TITLES AND EXTERNAL BOARD, COMMITTEE, ETC., MEMBERSHIP
VITAL IN EMERGENCY

SHELTER IN WASHINGTON OFFICE?

*Lower floor of Justice Federal office Bldg
Thompson, and also West Service Building*

PERCENTAGE OF TIME IN WASHINGTON?

IN OFFICE?

SECONDARY EMERGENCY POSTS OF DUTY (And conditions of use)
(See Directory of Sites)

none

SPECIAL PRE-ALERT MEANS OF COMMUNICATION

SUCCEEDS TO, AND/OR SUCCEEDED BY (See Under "Agency")

UNLISTED OR SECONDARY RESIDENCES (Address, Phone, etc.)

NAME

John Edgar Hoover

PRINCIPAL TITLE

Director

Sheet _____ OF _____

~~SECRET~~

~~SECRET~~

SUCCESSOR DESIGNATES

NAME

TITLE

CITY AND STATE

John Edgar Hoover
Clyde A. Tolson
D. Milton Ladd
Louis B. Nichols
Other surviving Assistant Directors
Carey J. Connelly
Edward Scheidt
Crawford H. Carson

Director
Associate Director
Assistant to the Director
Assistant to the Director
Assistant Director
" " " " " "
Special Agent in Charge

Washington, D.C.
" "
" "
Field Service
New York, N.Y.
Los Angeles, Calif.
Chicago, Illinois

VITAL RECORDS (What, Where, Who)

Harry T. O'Connor

Vital records of the Bureau and not records in various divisional offices and of the Security Index, an index of persons dangerous security, passport and retirement records and COMMUNICATIONS - Facilities Available (now and after relocation)

Radio, telephone and teletype facilities are available and are installed at the relocation site although are not yet assigned. Code books and cipher pads machines are available. The use of telephone perambulator

Copied and will be available with the Special Agent in Charge, Federal Bureau of Investigation 1010 Federal Office Building, Omaha, Nebraska.

Principal External Agencies

PRINCIPAL EXTERNAL AGENCIES, BOARDS, COMMITTEES, ETC. (Directly essential to performance of your emergency functions for first 90 days of operations)

Liaison will be necessary with the White House, State Department, Army, Navy, Air Force, Atomic Energy Commission, and Central Intelligence Agency on a continuing basis. Liaison with other agencies will be necessary from time to time on a non-critical basis

~~SECRET~~

Information written herein
has not been used except as
a worksheet. These forms do
not have to be returned.

~~SECRET~~

DIRECTORY OF AGENCIES FOR EMERGENCY RELOCATION

DATE AS OF: 10-3-51

FEDERAL BUREAU OF INVESTIGATION
AGENCY CHIEF (Name and Title)

JOHN EDGAR HOOVER, DIRECTOR

8 DESIGNATED EMERGENCY SITE (Name, Address and Phone)

Shepherd College
Shepherdstown, W. Va.
Telephone lines are installed but
numbers have not been assigned

READINESS OF AGENCY AND SITE FOR OPERATIONS

- a. As of now 100% for emergency operation
- b. Final target date ☒
- c. Hours to become operational 5 hours - maximum
- d. Essential facilities not now at site:
Selected records to be transported
to the relocation site at time of
evacuation of Washington
- e. Personnel (Number trained in emergency-functions)
- (1) Now at site none
- (2) At site after relocation 516
- f. Other none

30
SECONDARY EMERGENCY SITES (And basis of Usage)

none

PARENT AGENCY

U. S. Department of Justice

~~SECRET~~

SUB-A AGENCY

(Over)

Sheet. of

~~SECRET~~

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 4/14/2010

QUESTIONNAIRE:

WHEN THIS QUESTIONNAIRE IS
COMPLETED, IT WILL BEAR THE
CLASSIFICATION OF

~~TOP SECRET~~

(Submit a copy of your intra-agency plans)

(Submit a map or other schematic drawing,
if possible)

(Note-Defense Department-Indicate locations
of each Technical Service and Navy Bureau)

1. THE EMERGENCY RELOCATION SITE(S):

a. Name of site(s) (include separately the data for any secondary
or alternate site).

b. Address(es)

Mail

Cable

Telephone Numbers

Local directions for courier (if necessary)

Nearest airport

Nearest railroad station

Radio or communication net call signs

c. Percentage of completion of site(s).

d. Square footage available.

e. Square footage desired.

f. Square footage occupied in present Washington offices.

g. Nearest town and population figure.

h. To what degree do you now occupy the site(s) (your primary
emergency relocation site)?

i. Brief description of site (Number of buildings, acreage,
major facilities, etc.)

~~SECRET~~

~~SECRET~~

8

- j. Do you use the site(s) jointly with any other agency?
- k. Do you have enough space so that joint use with another agency or parts of another agency would be possible in serious crisis?
- l. Do you have the necessary funds for maintaining and operating your site pre-alert?

m. General adequacy of site.

2. POTENTIAL PROBLEMS FOR THE 90-DAY RELOCATION PERIOD:

a. What are your essential functions, and have you delegated, or will you delegate or decentralize any to the field?

b. Explain what instructions you have made, if any, to the field, including a priority system for communications to insure that only essential functions will receive top priority.

3. TOTAL PERSONNEL:

- a. Personnel world-wide.
- b. Personnel Washington.
- c. Personnel to move to each relocation site, indicating civilian and military and male and female; also, distinguish supervisory from administrative personnel.
- d. Personnel considered to be absolute minimum to perform essential functions in grave emergencies.
- e. Personnel to remain in Washington after an alert or an attack.
- f. Personnel to be phased into relocation site(s), if emergency conditions do not permit early return to Washington.
- g. Personnel available for civil defense for initial period of disaster.

~~SECRET~~

~~SECRET~~

h. Personnel that can be hired locally in addition to your normal force required.

4. SUCCESSION IN OFFICE:

a. Give name, title, address and post of duty of each designated successor to the head of your agency. Indicate whether there has been Presidential approval and what possibility there may be that all of those persons would become casualties at the same time. Describe, if necessary, how successor designates will know when to assume control.

b. Give your plan for appointing or insuring succession to your principal division (bureau, office, etc.) heads.

c. Indicate any statutory or other restrictions to the designations mentioned in a and b, above.

5. COMMUNICATIONS:

(Submit a map or other schematic drawing, if possible)

For the facilities listed below and any others that you may utilize, give a brief description of each facility, including the major components thereof. Indicate which are installed now and which are planned, showing traffic volume capabilities, range, power, frequencies, etc. Tell where the antennas, transmitters, receivers, keying, and other terminal equipment is located, if there is separation, showing which are in guarded sites and which are not. Indicate any major limitations or problems, including frequency assignments, security problems, etc.:

a. Microwave radio, VHF radio, other radio, telephone, teletype

~~SECRET~~

~~SECRET~~

(radio and wire), facsimile equipment, handy-talkie radio, mobile radio equipment (including autos), emergency power, reserve, or back-up equipment.

b. What flexibility do you have in altering the points or channels that you plan to communicate with?

c. For the appropriate facilities, describe the communications net that you will be participating in, and/or the principal points or stations with which you will communicate.

d. Have you completed your informal or formal arrangements with the telephone company and/or Western Union?

e. What press-wire service facilities do you plan to have?

f. Describe briefly your cryptographic facilities, including telephone scramblers, etc.

6. ALERT; SHELTER; MOVEMENT; AND A-B-C RECONTAMINATION:

a. Describe briefly your planning from receipt of alert to your movement to the relocation site as pertains to alert actions, personnel control, warden service, and physical movement of personnel, equipment, and supplies.

b. Include plans and measures for registration of employees after an attack and for personnel and equipment identification.

c. Indicate what shelter is, or will be, available for what personnel.

d. Indicate the portion of your planning that is not capable of implementation for any reason at this date.

~~SECRET~~

~~SECRET~~

e. Tell what your plans and facilities are, if any, for decontamination of atomic, biological, or chemical attacks, to include personnel and equipment as distinct from the general civil defense measures available.

f. Describe any special arrangements to transport the agency head and/or key personnel to the emergency site, under the various alert conditions.

7. TRANSPORTATION:

a. Describe briefly the dispersed transportation and mobile equipment available to you after an alert, relating it to your over-all requirements.

b. Indicate how any bulky or heavy equipment will be moved from dispersed or other areas.

8. VITAL RECORDS PROTECTION & DISPERSION: (Answer may refer in part to ISB Bulletin No. 51-14)
~~51-14~~

a. Give status of completion of this project.

b. Give brief description of your vital records and method of reproduction.

c. Tell where your vital records are dispersed; in what quantity or cubage.

d. Indicate name, title, and address of personnel who have access thereto in an emergency.

9. DISPERSION: Quartering, Bedding, and Hospitalization

a. Describe briefly your plan and facilities for accomplishing each of the above.

b. Distinguish between the facilities contained within your site

~~SECRET~~

~~SECRET~~

and those not under your control; i.e., "on the town"; and relate them to your over-all requirements.

c. Indicate how many of your personnel might likely commute from their homes.

d. Do you plan to hire people locally to assist in this area?
In what quantity?

10. SECURITY:

a. Describe briefly your plan and facilities for guarding or safe-keeping both your normal offices and your emergency relocation site(s). Include all vulnerable auxiliary facilities, such as record dispersal sites, micro-wave repeater stations, stockpiles of dispersed equipment and supplies, etc.

b. What quantity of personnel, if any, will you hire locally for this project?

11. ADMINISTRATION, SUPPLY, EQUIPMENT, & PERSONNEL:

a. Describe briefly your plan for having on hand at the site (or in dispersed stockpiles) supplies and equipment. Include and enumerate any special equipment (not previously outlined). Tell if your plan incorporates sufficient clerical or stenographic personnel and whether or not you plan to hire any such personnel. Will you buy any supplies locally?

b. Describe your plan for both emergency buying and requisitioning, and for payment of personnel, including those employees not proceeding to the site.

c. How will you render personnel services, such as assisting in locating missing family members, financial distress, etc.?

12. OPERATIONS:

a. Describe briefly your general plan of operations after set up in your site; include your capacity to operate 24 hours a day, 7 days a week.

~~SECRET~~

~~SECRET~~

8

- b. What joint operations, board membership, liaison, etc., will be required with other agencies (critical and non-critical), in order that you can carry out your essential functions?
- c. Have you knowledge of other agencies' plans?
- d. Describe your plan for gathering information from your field agencies, and transmitting reports to higher authority.
- e. Describe briefly the reports that are to be rendered (up-and-down channels) without call.

13. PUBLIC RELATIONS:

Describe your planning to maintain the necessary public relations, including keeping the public informed of what is going on.

14. DISSEMINATION TRAINING:

- a. Do you have a written, approved plan covering all of the above?
- b. Indicate what phases of your plan have not been disseminated within your agency.
- c. Has your plan been fully coordinated, as appropriate, with the District of Columbia local civil defense?
- d. Indicate any test drill, exercise, or training you have conducted to gain experience with your plan.

15. GENERAL:

Add any data or amplification desirable to explain any of the above or adequately outline your unique problems. Likewise, cover any areas not covered above.

WHEN INFORMATION IS COMPLETED IN RESPONSE TO THIS QUESTIONNAIRE,
IT WILL BEAR THE CLASSIFICATION OF: ~~TOP SECRET~~

~~SECRET~~

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : THE EXECUTIVES CONFERENCE

DATE: August 15, 1951

SUBJECT:

BUREAU WER Plans Emergency
Headquarters Nichols SOG

The Executives Conference of August 14, 1951, consisting of Messrs. Ladd, Laughlin, Mason, Belmont, Mohr, Parsons, Tracy, Nease, Rosen and Glavin considered two memoranda submitted by Mr. V. P. Keay concerning alert planning for the protection of key Government personnel. It was pointed out to the Conference that Colonel Bronson, who is on loan from the Air Force to the National Security Resources Board to set up the alert planning program for the protection of different Government personnel and has advised Mr. Bartlett of the Bureau's Liaison Section that the agencies considered as key agencies by the President in this planning include the White House, the FBI, State Department, CIA, Civil Defense and National Defense. Mr. Bronson stated that he is preparing a book for the President showing the planning for the key Government agencies as to the proposed operations in the event of an emergency and requested that the Bureau fill out the attached forms concerning this matter.

For the Director's information, the forms would reflect all information including the designated emergency sites, when we would be ready for operation in the emergency site, personnel trained for emergency functions; where our vital records would be; our communication facilities, which would reflect call signs, frequencies, code words, cryptographic facilities; principal external agencies, boards, committees, etc. directly essential to permit performance of our emergency functions for the first 90 days of operations. Further information is requested concerning our emergency relocation sites, what agencies would be utilizing them and for what purpose; the present use or status; number of feet, ownership; major facilities available now and after relocation. It also requests information concerning the directory of key personnel for emergency relocation. In addition, Colonel Bronson has requested additional information in an organization chart form, showing the Bureau's relationship to other important agencies, relationship to a superior agency, major sub-divisions into which the FBI is divided and relationship to the field organization of the agency.

It was pointed out to the Conference that this material is being gathered by Colonel Bronson at the suggestion of the President through a query raised to him by Mr. David Stowe of the White House staff. According to Colonel Bronson, the other agencies have already made known their emergency relocation sites as follows:

WRG:JC

Attachment - Emergency
CC- Mr. Clegg

Mr. Mohr

Key to Belmont

1951 RECORDED - 23

OCT 11 1951

TWO FILES

Memo for the Director - Continued

b7E

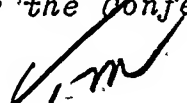
It was pointed out to the Conference that we have not advised persons outside the Bureau in writing concerning our suggested emergency relocation quarters at Shepherdstown, West Virginia. Further, we have not furnished much of the information requested by Colonel Bronson at this time at any time in the past concerning communications facilities, et cetera.

The Conference feels, however, that since it is the desire of the President to have this information, that it will be necessary for the Bureau to furnish the information requested by Colonel Bronson at this time.

Should the Director agree, immediate steps will be taken by the Bureau to secure the information desired by Colonel Bronson.

This matter will again be brought to the attention of the Director before submission to Bronson.

Respectfully,
For the Conference


Clyde Tolson.

OK.
H.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. L. L. Laughlin

FROM : V. P. Keay *VPK*

SUBJECT: ALERT PLANNING FOR THE PROTECTION
OF KEY GOVERNMENT PERSONNEL

DATE: August 13, 1951

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

Attached hereto is a self-explanatory letter addressed to the Director from Colonel Howard F. Bronson, Jr., Projects Officer, National Security Resources Board.

The attached letter is a request for the FBI to furnish the NSRB an organizational chart.

As you know the President has recently expressed considerable interest in the Alert Planning, which is being headed by Colonel Bronson at the NSRB. In this connection a Control Room has been set up in Room No. 1 at the Executive Office Building and it is expected that the President will visit this room in the near future.

Colonel Bronson advised that this organizational chart of the FBI is being requested along with the organizational charts of the other agencies involved in this Alert Planning. These agencies, in addition to the FBI, include the White House, State Department, Central Intelligence Agency, Federal Civil Defense Administration and the National Defense.

RECOMMENDATION:

It is recommended that this memorandum be routed to the Administrative Division for consideration as to the feasibility of furnishing to the NSRB the desired organizational chart.

OHB:dmc

Attachment

*Organizational Chart
List of Sub Divisions
Furnished to Col. Bronson
8/15/51*

*See last memo
8/15/51*

RECORDED - 23
INDEXED - 23

66-17381-33
OCT 12 1951

ENCL
23

256
61 OCT 17 1951

BUREAU WAR PLANS Emergency Head Quarters

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Ladd
 FROM : A. H. Belmont
 SUBJECT: WAR PLANS

DATE: September 5, 1951

Reference is made to the attached questionnaire relating to emergency planning which is being handled by the Administrative Division. The following information is supplied in connection with questions referred by the Administrative Division to the Domestic Intelligence Division for handling:

Question:

What are your essential functions, and have you delegated, or will you delegate or decentralize any to the field?

Answer:

The functions of this Division, of course, are to supervise the security and intelligence work of the Bureau. It is not planned to delegate or decentralize any of these functions to the field under emergency conditions.

Question:

Personnel to move to each relocation site, indicating civilian and military and male and female; also, distinguish supervisory from administrative personnel.

Answer:

Personnel of this Division to be moved to a relocation site will depend upon the basic policy of the Bureau with respect to such a move. It would be necessary to know how many personnel would be included in such a move based, of course, on accommodations available, etc., and then the personnel in the Domestic Intelligence Division would be selected.

Question:

Personnel considered to be absolute minimum to perform essential functions in grave emergencies.

Answer:

The present personnel of this Division would be the absolute minimum in grave emergency. The apprehension of dangerous persons, the enhanced sabotage and espionage investigations, and other similar matters would require at least the services of the present personnel of the Division.

Attachment

RECORDED - 23

OCT 10 1951

PERS. FILES

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

Bureau War Plans - Emergency Headquarters

ENCL 23

VPK:mls 20 1951

Question:

Personnel to remain in Washington after an alert or an attack.

Answer:

This would depend on basic policy with respect to relocation site facilities in use as noted above.

Question:

Personnel to be phased into relocation site(s), if emergency conditions do not permit early return to Washington.

Answer:

Same answer as above.

Question:

Personnel available for civil defense for initial period of disaster.

Answer:

Due to the heavy responsibilities of this Division in connection with a grave emergency, no personnel would be available for civil defense.

Question:

Give your plan for appointing or insuring succession to your principal division.

Answer:

The plans for succession in this Division after the head of the Division would be:

Head of the Security Section.
Head of the Correlation Section.

Question:

Indicate what shelter is, or will be, available for what personnel.

Answer:

No shelter is available for personnel except in the Justice Building. Assignments of shelter space have not as yet been made insofar as this Division has been informed.

Question:

Describe briefly your general plan of operations after set up in your site; include your capacity to operate 24 hours a day, 7 days a week.

Answer:

Presumably this refers to the relocation site, and general plans of operation will depend on basic policy with respect to movement of personnel to a relocation site. This Division has the capacity and actual plans to operate 24 hours a day, 7 days a week in the event of a grave emergency.

RECOMMENDATION:

It is recommended that this memorandum be referred to the Administrative Division for their consideration. ✓

QUESTIONNAIRE

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 4/14/2010

WHEN THIS QUESTIONNAIRE IS
COMPLETED, IT WILL BEAR THE
CLASSIFICATION OF

~~TOP SECRET~~

(Submit a copy of your intra-agency plans)

(Submit a map or other schematic drawing,
if possible)

(Note-Defense Department-Indicate locations
of each Technical Service and Navy Bureau)

1. THE EMERGENCY RELOCATION SITE(S):

a. Name of site(s) (include separately the data for any secondary
or alternate site).

b. Addresses:

Mail

Cable

Telephone Numbers

Local directions for courier (if necessary)

Nearest airport

Nearest railroad station

Radio or communication net call signs

c. Percentage of completion of site(s).

d. Square footage available.

e. Square footage desired.

f. Square footage occupied in present Washington offices.

g. Nearest town and population figure.

h. To what degree do you now occupy the site(s) (your primary
emergency relocation site)?

i. Brief description of site (Number of buildings, acreage,
major facilities, etc.)

ENCLOSURE

66-17361-34
~~SECRET~~

memo to
me & all
9/19/51
VCK

- j. Do you use the site(s) jointly with any other agency?
- k. Do you have enough space so that joint use with another agency or parts of another agency would be possible in serious crisis?
- l. Do you have the necessary funds for maintaining and operating your site pre-alert?

m. General adequacy of site.

2. ESSENTIAL FUNCTIONS FOR THE 90-DAY RELOCATION PERIOD:

- ✓ a. What are your essential functions, and have you delegated, or will you delegate or decentralize any to the field?
- b. Explain what instructions you have made, if any, to the field, including a priority system for communications to insure that only essential functions will receive top priority.

3. TOTAL PERSONNEL:

- a. Personnel world-wide.
- b. Personnel Washington.
- ✓ c. Personnel to move to each relocation site, indicating civilian and military and male and female; also, distinguish supervisory from administrative personnel.
- ✓ d. Personnel considered to be absolute minimum to perform essential functions in grave emergencies.
- ✓ e. Personnel to remain in Washington after an alert or an attack.
- ✓ f. Personnel to be phased into relocation site(s), if emergency conditions do not permit early return to Washington.
- ✓ g. Personnel available for civil defense for initial period of disaster.

~~SECRET~~

h. Personnel that can be hired locally in addition to your normal force required.

4. SUCCESSION IN OFFICE:

a. Give name, title, address and post of duty of each designated successor to the head of your agency. Indicate whether there has been Presidential approval and what possibility there may be that all of those persons would become casualties at the same time. Describe, if necessary, how successor designates will know when to assume control.

✓ b. Give your plan for appointing or insuring succession to your principal division (bureau, office, etc.) heads.

c. Indicate any statutory or other restrictions to the designations mentioned in a and b, above.

5. COMMUNICATIONS:

(Submit a map or other schematic drawing, if possible)

For the facilities listed below and any others that you may utilize, give a brief description of each facility, including the major components thereof. Indicate which are installed now and which are planned, showing traffic volume capabilities, range, power, frequencies, etc. Tell where the antennas, transmitters, receivers, keying, and other terminal equipment is located, if there is separation, showing which are in guarded sites and which are not. Indicate any major limitations or problems, including frequency assignments, security problems, etc.:

a. Microwave radio, VHF radio, other radio, telephone, teletype

~~SECRET~~

(radio and wire), facsimile equipment, handy-talkie radio, mobile radio equipment (including autos), emergency power, reserve, or back-up equipment.

b. What flexibility do you have in altering the points or channels that you plan to communicate with?

c. For the appropriate facilities, describe the communications net that you will be participating in, and/or the principal points or stations with which you will communicate.

d. Have you completed your informal or formal arrangements with the telephone company and/or Western Union?

e. What press-wire service facilities do you plan to have?

f. Describe briefly your cryptographic facilities, including telephone scramblers, etc.

6. ALERT; SHELTER; MOVEMENT; AND A-B-C. DECONTAMINATION:

a. Describe briefly your planning from receipt of alert to your movement to the relocation site as pertains to alert actions, personnel control, warden service, and physical movement of personnel, equipment, and supplies.

b. Include plans and measures for registration of employees after an attack and for personnel and equipment identification.

✓ c. Indicate what shelter is, or will be, available for what personnel.

d. Indicate the portion of your planning that is not capable of implementation for any reason at this date.

~~SECRET~~

e. Tell what your plans and facilities are, if any, for decontamination of atomic, biological, or chemical attacks, to include personnel and equipment as distinct from the general civil defense measures available.

f. Describe any special arrangements to transport the agency head and/or key personnel to the emergency site, under the various alert conditions.

7. TRANSPORTATION:

a. Describe briefly the dispersed transportation and mobile equipment available to you after an alert, relating it to your over-all requirements.

b. Indicate how any bulky or heavy equipment will be moved from dispersed or other areas.

8. VITAL RECORD REPRODUCTION & DISPERSAL: (Answer may refer in part to DOB Bulletin No. 51-14)

a. Give status of completion of this project.

b. Give brief description of your vital records and method of reproduction.

c. Tell where your vital records are dispersed; in what quantity, or cubage.

d. Indicate name, title, and address of personnel who have access thereto in an emergency.

9. HOUSEKEEPING: Quartering, Rationing, and Hospitalization

a. Describe briefly your plan and facilities for accomplishing each of the above.

b. Distinguish between the facilities contained within your site

~~SECRET~~

and those not under your control; i.e., "on the town"; and relate them to your over-all requirements.

c. Indicate how many of your personnel might likely commute from their homes.

d. Do you plan to hire people locally to assist in this area?
In what quantity?

10. SECURITY:

a. Describe briefly your plan and facilities for guarding or safe-keeping both your normal offices and your emergency relocation site(s). Include all vulnerable auxiliary facilities, such as record dispersal sites, micro-wave repeater stations, stockpiles of dispersed equipment and supplies, etc.

b. What quantity of personnel, if any, will you hire locally for this project?

11. ADMINISTRATION, SUPPLY, EQUIPMENT, & PERSONNEL:

a. Describe briefly your plan for having on hand at the site (or in dispersed stockpiles) supplies and equipment. Include and enumerate any special equipment (not previously outlined). Tell if your plan incorporates sufficient clerical or stenographic personnel and whether or not you plan to hire any such personnel. Will you buy any supplies locally?

b. Describe your plan for both emergency buying and requisitioning, and for payment of personnel, including those employees not proceeding to the site.

c. How will you render personnel services, such as assisting in locating missing family members, financial distress, etc.?

12. OPERATIONS:

✓ a. Describe briefly your general plan of operations after set up in your site; include your capacity to operate 24 hours a day, 7 days a week.

~~SECRET~~

b. What joint operations, board membership, liaison, etc., will be required with other agencies (critical and non-critical), in order that you can carry out your essential functions?

c. Have you knowledge of other agencies' plans?

d. Describe your plan for gathering information from your field agencies, and transmitting reports to higher authority.

e. Describe briefly the reports that are to be rendered (up-and-down channels) without call.

13. PUBLIC RELATIONS:

Describe your planning to maintain the necessary public relations, including keeping the public informed of what is going on.

14. DRILL OR TRAINING:

a. Do you have a written, approved plan covering all of the above?

b. Indicate what phases of your plan have not been disseminated within your agency.

c. Has your plan been fully coordinated, as appropriate, with the District of Columbia local civil defense?

d. Indicate any test drill, exercise, or training you have conducted to gain experience with your plan.

15. GENERAL:

Add any data or amplification desirable to explain any of the above or adequately outline your unique problems. Likewise, cover any areas not covered above.

WHEN INFORMATION IS COMPLETED IN RESPONSE TO THIS QUESTIONNAIRE,
IT WILL BEAR THE CLASSIFICATION OF: ~~TOP SECRET~~

~~SECRET~~

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen *Re*
 FROM : F. L. Price
 SUBJECT: WAR PLANS *m*

DATE: September 6, 1951

The Chief Clerk's Office has requested suggested answers for certain items discussed in a memorandum outlining plans for evacuation of headquarters.

3. TOTAL PERSONNEL

- c. Personnel to Move - In event of a disaster at the headquarters site, all personnel, supervisory and clerical, should be moved to the relocation site. All employees would, of course, be civilians. All of the supervisors are male, but a considerable portion of the clerks are female.
- d. Minimum Personnel - As far as can be anticipated, all of the Investigative Division personnel will be required to perform essential functions.
- e. Personnel to Remain in Washington - In the event of an attack crippling headquarters, no one would remain.
- f. Personnel to be Phased into Relocation Sites - If emergency conditions do not permit return to Washington, all employees should be phased into relocation sites.
- g. Personnel Available for Civil Defense - It is not anticipated that employees will be so available in view of the Bureau's responsibilities at the time.

4. SUCCESSION IN OFFICE

Chain of Command - In accordance with the Bureau's war plans, it was previously indicated that the chain of command within the Investigative Division would be:

Assistant Director A. Rosen
 Number One Man Scott Alden
 F. L. Price, Supervisor in Charge of
 the Criminal Section
 Inspector G. C. Callan,
 Special Inquiry Section
 Inspector L. R. Pennington, Accounting,
 Fraud, Selective Service and Civil
 Section

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

RECORDED - 23

FLP:mfb

OCT 19 1951

166-1781-35
 OCT 10 1951
 PERS. FILED

Bureau War Plans Emergency Headquarters
 FOR SOG
 76

Memorandum to Mr. Rosen

It is possible that all of the above employees may become casualties in a daytime attack on headquarters.

6. ALERT, SHELTER, ETC.

- c. No shelter area has been designated other than those specified in the Justice Building.

12. OPERATIONS

- » The Division is alerted and prepared to operate twenty-four hours a day, seven days a week, in the event of an emergency and pursuant to the previous war plans of the Bureau.

September 7, 1951

To: N. P. CALLAHAN
From: J. J. McGUIRE
Re: EMERGENCY RELOCATION SITE

At the present time we have ordered:

1. A private branch exchange switchboard with 60 telephone stations to be located in the basement of the college administration building
2. Two trunks to the Shepherdstown Central Office
3. Three foreign exchange trunks to Martinsburg Central Office
4. One telephone tieline to Washington
5. Three telephone tielines to Camp Ritchie vicinity
6. One private telephone line terminating at our switchboard in the New York Office
7. One private line teletypewriter circuit to New York
8. Two private line teletypewriter circuits to Chicago
9. One private line teletypewriter circuit to Washington

The work on these lines is currently in progress and should be completely installed by September 15, 1951.

Necessary associated equipment such as PBX switchboards capable of carrying the traffic and teletypewriting machines, are currently being obtained and will be earmarked and held in storage at the site.

We do not have the telephone numbers or call letters as yet.

As soon as it is determined as to what officials of the Bureau will operate from Shepherdstown, we can make a determination as to what records and what percentage of personnel will be used at Shepherdstown.

The only records we have reproduced and disbursed are the Security Index cards, duplicate sets of which are maintained at Omaha, and a duplicate copy of the payroll which is likewise being maintained at Omaha.

RECORDED - 23

166-17381-36
OCT 11 1951

PERS. FILES

65 OCT 18 1951

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. LADD

DATE: September 22, 1951

FROM : A. H. BELMONT

SUBJECT: WAR PLANS

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

Pursuant to request from the Administrative Division, the following are the anticipated needs of the Domestic Intelligence Division in the event it is necessary to evacuate personnel and files from the Seat of Government as a result of anticipated attack on Washington, D. C.

PersonnelFilesESPIONAGE UNIT

Agents: 50
 Clerks: 65

All pending espionage files
 All files on [redacted] material

b7E

INTERNAL SECURITY UNIT

Agents: 42
 Clerks: 55

All files on Security
 Index subjects: 16,950
 All files on security informants (approx) 1,100

LOYALTY UNIT

Agents: 2
 Clerks: 2

None

CORRELATION-LIAISON UNIT

Agents: 12
 Clerks: 2

30 (consisting of general, personnel, administrative, etc.)

DOMESTIC INTELLIGENCE DIVISION FRONT OFFICE

Agents: 4
 Clerks: 4

None

TOTALS:

236

RECORDED - 23

76 OCT 19 1951

AHB:t1c

166-17381-37

OCT 19 1951

FIVE

P-BK
PERS. FILES

Bureau War Plans Emergency Headquarters

FOR SOG

MEMORANDUM-MR. LADD

The personnel estimate shown above is based on the fact that the Bureau program will be almost entirely security work and will require the personnel to implement the program, regardless of the evacuation. If we are to carry out our responsibilities by effectuating the anticipated program, we must have the personnel to do so. The files listed above are the minimum number of files and as you will note, are restricted to the pending files on which action will be taken.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS
 FROM : J. A. SIZOO
 SUBJECT: WAR PLANS

DATE: 9-26-51

It is understood that the Administrative Division has requested an estimate of the number of people who would be necessary for assignment to a temporary headquarters in the event of the evacuation of the most critical files and operations from the Seat of Government to a temporary site.

*Tickler
detached
Jan*

The Domestic Intelligence Division is the only Division having a great number of files to be moved to such a temporary site. The attached tickler copy lists the categories of files to be moved. In connection with the identification of such files for removal in the event of an emergency, it will be necessary for the Records Section to be supplied with the file numbers or case captions of all files in these categories. A check with the general Investigative Division disclosed, according to plans, no active criminal investigative files would be transported to a temporary headquarters. A very limited number of policy files might be moved, however. It does not appear that other Divisions will be moving more than a few files of a general policy character. Any files of this type which other Divisions desire moved should be described to the Records Section for appropriate identification.

It is believed that a skeleton staff of 100 selected Records Section employees would be an adequate staff to service the first group of files considered for transportation to a temporary headquarters in the event of an emergency.

JAS:rmb
 Attachment

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

RECORDED - 23

OCT 12 1951

CRIME FILES

PERS. FILES

166-17381-38

52 NOV 14 1951

257

0 Bureau War Plans Emergency
 Flood Queue for

Office Memorandum • UNITED STATES GOVERNMENT

TO Mr. Tolson

DATE: 10-3-51

FROM W. R. GlavinSUBJECT: INFORMATION TO BE FURNISHED THE PRESIDENT
IN CONNECTION WITH THE BUREAU'S EMERGENCY RELOCATION

There is attached hereto a statement containing the questions and answers requested by Presidential Assistant Stowe of Special Agent O. H. Bartlett concerning the Bureau's plans for relocation in the event of necessary evacuation of the city of Washington.

It is recommended that this statement be approved and forwarded to Agent Bartlett for delivery to Mr. Stowe.

RCG:cr

There should be a cover letter of transmittal.

RECORDED - 23

OCT 11 11

PERS. FILES

OCT 26 1951

BUREAU WORK PLANS EMERGENCY
HEADQUARTERS FOR SOC.

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Winterrowd
Nease
Gandy

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Ladd *YR*
 FROM : A. Rosen *Re*
 SUBJECT: WAR PLANS, INVESTIGATIVE DIVISION *m*

DATE: September 26, 1951

In event of a wartime emergency necessitating an evacuation of FBI Headquarters in Washington, it is believed that the following persons should be evacuated:

Assistant Director Rosen
 Number One Man Winterrowd
 Supervisor in Charge F. L. Price
 Inspector G. C. Callan
 Inspector L. R. Pennington
 O. J. Keep
 R. D. Scott
 C. A. Evans

C. J. Martin
 E. L. Robbins
 C. P. Hartley
 R. S. Pitzer
 Winifred Wright
 Lois Strickland
 Leo Fitzpatrick

Tolson ☒
 Ladd ☒
 Clegg ☒
 Glavin ☒
 Nichols ☒
 Rosen ☒
 Tracy ☒
 Harbo ☒
 Belmont ☒
 Mohr ☒
 Tele. Room ☒
 Nease ☒

It is believed that no files should be evacuated, but that copies of the policy memoranda should be taken by those evacuated. However, the Criminal Informant Index and the fugitive indices (General, Deserter, and Selective Service) should be taken. Of course, such records, if totally destroyed, could be duplicated with difficulty since identical information exists in the field.

FLP:mfbm

cc - Mr. McGuire

RECORDED - 23

OCT 16 1951

PERS. FILES

58 NOV 7 1951

BUREAU WAR PLANS EMERGENCY
 HANDOUTS FOR SOD

256
 R3H

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : THE EXECUTIVES CONFERENCE
SUBJECT:

DATE: October 4, 1951

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mason
Nease
Gandy

The Executives Conference of October 4, 1951, consisting of Messrs. Ladd, Mohr, Laughlin, Sizoo, Gearty, Mason, Belmont, Parsons, Tracy and Glavin reviewed in detail the attached suggested Top Secret document covering questions and answers requested by Presidential Assistant Stowe through the Liaison Section, concerning the Bureau's plans for relocation in the event of necessary evacuation of the city of Washington, and recommended its approval.

Respectfully,
For the Conference.

OK. Ladd
Should be trans- Clyde Tolson
mitted by letter which
cc - Mr. Clegg may be delivered
Mr. Mohr by Bartlett.

Attachment

cc - Mr. Clegg
Mr. Mohr

WRG:mle

RECORDED - 23

166-17381-41
OCT 26 1951

10 OCT 26 1951

10 OCT 26 1951
FBI
RECORDED - 23

RECORDED COPY FILED IN 66-2554-9133

Bureau War Plans Emergency Headquarters

FOR SOG

October 8, 1951

Honorable David H. Stowe
Administrative Assistant to the President
The White House
Washington, D. C.

My dear Mr. Stowe:

In accordance with the request which you made of
Special Agent O. H. Bartlett of this Bureau for information
concerning our plans for emergency relocation in the event
of the necessity for evacuating Washington, I am attaching
hereto a statement containing the questions asked by you
and our answers.

It is a pleasure to have been able to furnish this
information to you and if the Bureau can be of further as-
sistance to the President and to you in this connection,
please feel free to call upon me.

Sincerely yours,

Attachment
RCG:cmw

Personally handed
to Mr. Stowe at
4:45 pm. 10/8/51
25

RECORDED - 23

OCT 10 1951

OCT 17 1951

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

RECEIVED READING ROOM
FBI
OCT 8 4 11 PM '51

166-17381-426

329

Bureau has Plans, Emergency
Headquarters for

FEDERAL BUREAU OF INVESTIGATION

~~TOP SECRET~~

4/21/2010

1. THE EMERGENCY RELLOCATION SITE (S):

a. Name of site (a) (include separately the data for any secondary or alternate site).

Answer: Shepherd College

b. Addresses:

Answer: Mail - Shepherdstown, W. Va.

Cable - None

Telephone Numbers - None. Emergency lines have been installed for an immediate hook-up when needed

Local directions for courier (if necessary) - See map attached

Nearest airport - Martinsburg, West Virginia

Nearest railroad station - Shepherdstown, W. Va., connecting at Martinsburg, W. Va. with the mainline of Baltimore & Ohio.

Radio or communication net call signs - Call signs are not yet assigned although radio equipment is available at site.

c. Percentage of completion of site(s).

Answer: An emergency basis 100% complete.

d. Square footage available.

Answer: Approximately 100,000 square feet.

e. Square footage desired.

Answer: 100,000 square feet

f. Square footage occupied in present Washington offices.

Answer:	Justice Building	157,710
	Federal Office Building No. 1	303,715
	Old Post Office Building	7,001
	TOTAL:	568,426

ENCLOSURE

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Allen _____
 Belmont _____
 Egan _____
 Gurnea _____
 Harbo _____
 Hendon _____
 Jones _____
 Quinn _____
 Nease _____
 Gandy _____

g. Nearest town and population figure.

Answer: Shepherdstown, W. Va. - approximately 1,000

h. To what degree do you now occupy the site(s) (your primary emergency relocation site)?

Answer: The site is not now occupied, however, emergency communication equipment has been installed on a standby basis and arrangements have been made for immediate occupancy in the event evacuation of Washington is necessary.

i. Brief description of site (Number of buildings, acreage, major facilities, etc.)

Answer: Shepherd College, Shepherdstown, W. Va. consists of 25 acres and 15 buildings containing approximately 100,000 square feet of useable space. At the present time a modern new field house is under construction, the facilities of which would be available to the Bureau for emergency occupancy. It is located 3 miles east of Martinsburg, W. Va., through which passes the mainline of the Baltimore & Ohio Railroad, and there a small airport is located. There are five highways converging at Shepherdstown. The college laboratory will offer emergency facilities for the operation of the FBI Laboratory and the balance of the facilities will be adequate temporarily for the headquarters operation of the FBI. Radio and telephone facilities are available and emergency housing of the dormitory or rooming house type will be available.

j. Do you use the site(s) jointly with any other agency?

Answer: No.

k. Do you have enough space so that joint use with another agency or parts of another agency would be possible in serious crises?

Answer: No.

l. Do you have the necessary funds for maintaining and operating your site pre-alert?

Answer: Pre-alert operation is not contemplated.

m. General adequacy of site.

Answer: It is considered adequate on a temporary emergency operation basis.

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Aiken _____
Belmont _____
Laughlin _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

2. ESSENTIAL FUNCTIONS FOR THE SO-FAR RELATIONSHIP PERIOD:

- a. What are your essential functions, and have you delegated, or will you delegate or decentralize any to the field?

Answer: The essential functions of the FBI are the investigative matters pertaining to the internal security of the country; coordinating of internal security matters; investigation of violations of Federal statutes over which this Bureau has primary jurisdiction. Under these investigative responsibilities this Bureau investigates violations of internal security matters such as sabotage, espionage, treason and other subversive activities; under the original investigative jurisdiction, it has the responsibility of investigating alleged violations of more than 100 Federal statutes, among which are included bank robbery, kidnapping, extortion, unlawful flight to avoid prosecution and many other statutes. The Federal Bureau of Investigation maintains an international fingerprint file containing more than 120 million sets of fingerprints which are exchanged not only between law enforcement officials of this country, but other countries. The fingerprint files of the Bureau are also utilized as the depository of fingerprint records of Government employees, all members of the armed services and civilian fingerprints and other miscellaneous fingerprint records.

Under the President's Loyalty Program, this Bureau has the responsibility of checking its investigative files and technical fingerprint files insofar as all employees of the Executive Branch of the Government are concerned. It has the responsibility of conducting all investigations of employees of the Executive Branch of the Government against whom allegations of disloyalty have been made.

Under existing legislation, the FBI has the responsibility of conducting character and fitness investigations of applicants for employment in a large number of Government Departments and agencies such as the Atomic Energy Commission, Voice of America Program, and others.

Insofar as delegation of authority is concerned and the decentralization of functions to the field, the FBI maintains 52 divisional offices, continental and territorial, at the present time and the Special Agents in Charge of the various divisions have authority to supervise investigations conducted in their divisional territories, with assistance and supervisory advice from the Seat of Government.

Thompson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Alvin _____
Belmont _____
Laughlin _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

In case it is necessary to evacuate Washington, an appropriate chain of command has been set up for the functioning of this Bureau's activities from the divisional service.

- b. Explain what instructions you have made, if any to the field, including a priority system for communications to insure that only essential functions will receive top priority.

Answer: Instructions have been issued to the field services detailing the scope of their activities for 1) the present emergency, 2) actual warfare brought about by attack against the U. S. or by declaration of war and 3) the necessity for evacuation of vital Bureau functions from Washington or any one of the various field installations. Instructions are presently in effect to insure transmission of urgent communications on a priority basis. The FBI has established a nationwide emergency radio hook-up between all of its divisional offices to be utilized in case of extreme emergency when land lines or other commercial type of communication service is not available. This set-up insures the transmission of urgent messages in case of emergency.

3. TOTAL PERSONNEL:

- a. Personnel world-wide.

Answer: 15,508

- b. Personnel Washington.

Answer: 6,050

- c. Personnel to move to each relocation site, indicating civilian and military and male and female; also distinguish supervisory from administrative personnel.

Answer: Personnel to move immediately to the relocation site totals 516, consisting of 300 males and 166 females. There will be 25 employees of the executive class and the balance will be administrative.

- d. Personnel considered to be absolute minimum to perform essential functions in grave emergencies.

Answer: 516

- e. Personnel to remain in Washington after an alert or an attack.

Answer: 5,543

- f. Personnel to be phased into relocation site(s), if emergency conditions do not permit early return to Washington.

Answer: Under the Bureau's war plans, arrangements have been made for all employees who may remain in the vicinity of metropolitan Washington to be in contact with key personnel of the Bureau and if it is essential that we remain at the relocation site for an extended period of time, through arrangements already perfected, it will be possible to relocate as many additional employees as the circumstances dictate at that time.

- g. Personnel available for civil defense for initial period of disaster.

Answer: All Bureau personnel will be urgently needed to handle its very urgent internal security work and no present emergency delegation of any particular individual or groups of individuals could be made for civil defense duties. In the event the services of any Bureau employee can be spared for the initial period of disaster for other assignments, they will be immediately made available.

- h. Personnel that can be hired locally in addition to your normal force required.

Answer: No local employment is contemplated.

4. SUCCESSION IN OFFICE:

- a. Give name, title, address and post of duty of each designated successor to the head of your agency. Indicate whether there has been Presidential approval and what possibility there may be that all of those persons would become casualties at the same time. Describe, if necessary, how successor designated will know when to assume control.

Answer: John Edgar Hoover, Director, Washington, D. C.; Clyde A. Tolson, Associate Director, Washington, D. C.; D. Milton Ladd, Assistant to the Director, Washington, D. C.; Louis B. Nichols, Assistant to the Director, Washington, D. C.; Line of succession at the Seat of Government would continue through those then occupying positions of Assistant Director at the Seat of Government. In the event the entire executive staff aforementioned were casualties, the line of succession is as follows with field executives assuming control of the Bureau's functions - Earl J. Connelly, Assistant Director,

Mr. Tolson _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Belmont _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

In Charge of Field Service, Special Agent in Charge,
New York, New York, Special Agent in Charge, Los Angeles,
California, Special Agent in Charge, Chicago, Illinois.

Presidential approval has not been sought since the chain of command will be utilized only in the event of casualties and until such time as consultation could be had for naming a permanent successor to the Director. It is unlikely all persons enumerated would become casualties simultaneously.

- b. Give your plan for appointing or insuring succession to your principal division (bureau, office, etc.) heads.

Answer: A chain of command has been designated in each of the field installations.

- c. Indicate any statutory or other restrictions to the designations mentioned in a and b, above.

Answer: None.

5. COMMUNICATIONS:

(Submit a map or other schematic drawing, if possible) See map attached.

For the facilities listed below and any others that you may utilize, give a brief description of each facility, including the major components thereof. Indicate which are installed now and which are planned, showing traffic volume capabilities, range, power, frequencies, etc. Tell where the antennas, transmitters, receivers, keying, and other terminal equipment is located, if there is separation, showing which are in guarded sites and which are not. Indicate any major limitations or problems, including frequency assignments, security problems, etc.

- a. Microwave radio, VHF radio, other radio, telephone, teletype, (radio and wire), facsimile equipment, handy-talkie radio, mobile radio equipment (including autos), emergency power, reserve, or back-up equipment.

Answer: This Bureau does not employ microwave or VHF radio, however, telephone and teletype and radio facilities are installed at the relocation site but are not connected. Mobile radio equipment, including walkie-talkie and automobile, as well as emergency generators are available at all terminal

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

facilities.

- b. What flexibility do you have in alerting the points or channels that you plan to communicate with?

Answer: Complete flexibility among 52 different points.

- c. For the appropriate facilities, describe the communications net that you will be participating in, and/or the principal points or stations with which you will communicate.

Answer: See map attached and previously mentioned.

- d. Have you completed your informal or formal arrangements with the telephone company and/or Western Union?

Answer: Yes.

- e. What press-wire service facilities do you plan to have?

Answer: None.

- f. Describe briefly your cryptographic facilities, including telephone scramblers, etc.

Answer: Code books and cipher pads of FBI design and enciphering machines.

6. ALERT; SHELTER; MOVEMENT; AND A-B-O DECONTAMINATION:

- a. Describe briefly your planning from receipt of alert to your movement to the relocation site as pertains to alert actions, personnel control, warden service, and physical movement of personnel, equipment, and supplies.

Answer: If the alert is sounded during the evening or night hours certain designated key personnel have been directed to report to their posts of duty for the handling of assigned duties, the scope of which depends upon the degree of devastation by attack. Arrangements have been perfected with the telephone company to maintain service for key personnel so long as such service is not eliminated by direct hits from enemy activity. Alternate routes for transportation to the relocation site have been selected and absolutely essential records, supplies, and equipment have been designated for evacuation, and will be transported wherever possible in automotive equipment immediately available to this Bureau.

All other personnel will remain at their residences, arrangements having been perfected on a group leader basis to insure that employees in various areas of the metropolitan Washington area will have knowledge of the identity of the individual to whom they are to report. These leader positions are so set up that travel is cut to a minimum and in an emergency, travel could be made by other than automotive or common carrier transportation. Appropriate instructions will be issued for all employees other than those designated to remain in their residential areas, following instructions of their group leaders or alternate group leaders.

If the alert is sounded during the regular working hours, all but essential evacuative and protective personnel will proceed immediately to designated shelter areas where they will remain until safe dispersal can be effected. Shelter areas have been set up and appropriate planning has been inaugurated to insure orderly evacuation to such shelter areas considering that elevator service will not be available.

- b. Include plans and measures for registration of employees after an attack and for personnel and equipment identification.

Answer: All personnel have been fingerprinted and copies of these fingerprint cards have been transmitted to an interior divisional office. Arrangements have also been perfected to furnish each employee with an appropriate identification card.

All FBI equipment is properly identified through an inventory system at this time, which is so maintained that this information will be available.

- c. Indicate what shelter is, or will be, available for what personnel.

Answer: Emergency shelters will be available in the basement floor of the Justice Building, Federal Office Building Number 1 and the Old Post Office Building if the alert comes during regular working hours. If the alert comes during non-working hours the employees, other than essential personnel, have been instructed to remain at their homes or such shelter in the general area of their homes.

- d. Indicate the portion of your planning that is not capable of implementation for any reason at this date.

Answer: The Bureau's emergency planning for the occupancy of emergency headquarters in the event of an evacuation of Washington is such that it is capable of implementation

on a moment's notice in case of urgent emergency. It should be understood that arrangements made for emergency headquarters at Shepherdstown, West Virginia, are made on the basis of the necessity of evacuating Washington.

- e. Tell what your plans and facilities are, if any, for decontamination of atomic, biological, or chemical attacks, to include personnel and equipment as distinct from the general civil defense measures available.

Answer: Will rely upon General Civil Defense facilities in addition to this Bureau's nursing staff and its employees who are qualified in Red Cross emergency first aid.

- f. Describe any special arrangements to transport the agency head and/or key personnel to the emergency site, under the various alert conditions.

Answer: There will be no removal of key personnel to the relocation site except in the case of direct and extensive enemy damage to the city of Washington. Transportation will be effected through the use of automotive equipment.

7. TRANSPORTATION:

- a. Describe briefly the dispersed transportation and mobile equipment available to you after an alert, relating to your over-all requirements.

Answer: The FBI has available equipment sufficient to transport essential employees to emergency sites. This Bureau will have available its buses, trucks and pursuit cars, not only in Washington, but within a perimeter of 50 miles of Washington, where such pursuit cars are strategically placed to assist in the evacuation of essential personnel to the emergency relocation site.

8. VITAL RECORD REPRODUCTION AND DISPENSAL:

- a. Give status of completion of this project.

Answer: Completed.

- b. Give brief description of your vital records and method of reproduction.

Answer: Vital records of this Bureau not available in our various field installations consist of payroll and

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

retirement records, personnel fingerprints and the Security Index which consists of identifying data on persons dangerous and potentially dangerous to the security of the Nation. Such records have been reproduced and copies are being maintained in an interior divisional office.

A minimum of heavy equipment will be needed. Equipment for regular emergency operations as well as supplies for emergency operations are available at the emergency relocation site at Shepherdstown, West Virginia. Other heavy equipment which we may find necessary to have at the time may be transported through Bureau trucking facilities and trucking facilities of automotive equipment which will be requisitioned at the time. Previous requisition commitments have not been made since it is not known at this time what damage could be suffered by such equipment in the event of enemy bombing attack.

- c. Tell where your vital records are dispersed; in what quantity or stages.

Answer: Supplementing the information contained in b above, this is to advise that this Bureau's important and necessary records both in the investigative field and in the fingerprint field are such that it is not anticipated that the bulk of these records will be removed from Washington. It was pointed out that under this Bureau's operative procedure copies of the investigative records which are maintained at the Seat of Government are maintained in the divisional service in the field and the necessary information can be secured from the field in the event files located in Washington are destroyed. There will be a very limited number of files which will be carried into the relocation center since it will be necessary that the full files on these particular cases be immediately available in the event of evacuating Washington. These files have been identified, marked and will be transported without delay.

Insofar as our identification fingerprint records are concerned, the criminal fingerprints maintained in our service can be regrouped from fingerprint records maintained by law enforcement agencies throughout the country.

- d. Indicate name, title, and address of personnel who have access thereto in an emergency.

Answer: Insofar as the dispersal of records listed in answer to b, above, the Special Agent in Charge of the FBI, 1010 Federal Office Building, Omaha, Nebraska, is the

individual who will have access thereto. Concerning the remaining records, the various Special Agents in Charge of the various divisional offices will have access thereto.

9. HOUSEKEEPING: Quartering, Rationing, and Hospitalization

- a. Describe briefly your plan and facilities for accomplishing each of the above.

Answer: At the emergency relocation site dormitories and rooming houses are available for quartering, by personnel affected by evacuation.

Rationing will be accomplished through utilization of college cafeteria at relocation site and food will be requisitioned locally.

Hospitalization will be accomplished through the utilization of such facilities in Martinsburg, W. Va., or other emergency facilities established at the site.

- b. Distinguish between the facilities contained within your site and those not under your control; i.e., "on the town"; and relate them to your over-all requirements.

Answer: Answered under 9 a.

- c. Indicate how many of your personnel might likely commute from their homes.

Answer: None.

- d. Do you plan to hire people locally to assist in this area? In what quantity?

Answer: No.

10. SECURITY:

- a. Describe briefly your plan and facilities for guarding or safe-keeping both your normal offices and your emergency relocation site(s). Include all vulnerable auxiliary facilities, such as record dispersal sites, micro-wave repeater stations, stockpiles of dispersed equipment and supplies, etc.

Answer: Regular security patrols are now utilized in all FBI offices in Washington and the field. These patrols will be strengthened at Washington in the event of war and will be utilized at the relocation site if evacuation becomes necessary.

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

- b. What quantity of personnel, if any, will you hire locally for this project?

Answer: None.

11. ADMINISTRATION, SUPPLY, EQUIPMENT AND PERSONNEL:

- a. Describe briefly your plan for having on hand at the site (or in dispersed stockpiles) supplies and equipment. Include and enumerate any special equipment (not previously outlined). Tell if your plan incorporates sufficient clerical or stenographic personnel and whether or not you plan to hire any such personnel. Will you buy any supplies locally?

Answer: The stockpiling of supplies and equipment is not anticipated and operation at the relocation site will be of an emergency nature, utilizing the equipment available at the site. Sufficient clerical and stenographic personnel have been included in the number to be evacuated in order that emergency operation will proceed without delay. No personnel will be hired at the relocation site but emergency purchases of supplies are anticipated. The site is so located that emergency supplies can be secured from divisional offices or sub offices in areas not too distant from the location in question. Emergency supplies can be transmitted from this Bureau's divisional service to Shepherdstown by the time the emergency staff from Washington could proceed from Washington to Shepherdstown to perform the necessary duties. It is further pointed out that considerable supplies and equipment are available in the college at this time and would of course be available to us.

- b. Describe your plan for both emergency buying and requisitioning, and for payment of personnel, including those employees not proceeding to the site.

Answer: Emergency buying and payment of personnel, not being moved to the relocation site will depend upon usual available facilities for such purposes and the General Services Administration and Treasury Department plans will be adopted for these phases of activity. In the event the services of the General Services Administration become unavailable, this Bureau will have at the emergency site sufficient qualified personnel to handle any emergency buying or requisitioning of supplies or equipment needed by the Bureau. Insofar as payment of personnel is concerned, it will be necessary that this Bureau abide by regulations issued by the Treasury Department in this particular instance scrip payment if

necessary, redeemable by the Treasury Department upon demand could be utilized.

- c. How will you render personnel services, such as assisting in locating missing family members, financial distress, etc.?

Answer: Our Counselling service will be utilized in assisting employees in distress and wherever possible, consistent with the war efforts, continuous assistance will be rendered employees by the National headquarters staff and the staff of the field offices. The full services of this Bureau's fingerprint division will be available for the identification of family members of Bureau employees as well as will the full investigative staff of the Bureau in the conduct of its emergency duties. There are no funds now available to assist employees in financial distress but whatever can be done consistent with statutes or regulations covering the expenditures of Federal funds will be done.

12. OPERATIONS:

- a. Describe briefly your general plan of operations after set up in your office, include your capacity to operate 24 hours a day, 7 days a week.

Answer: This Bureau will operate 24 hours a day, 7 days a week on a continuing basis until such time as this schedule could be altered without endangering the Nation's security. Instructions have been issued to place such operation into immediate effect in the event of war.

- b. What joint operations, board membership, liaison, etc., will be required with other agencies (critical and non-critical), in order that you can carry out your essential functions?

Answer: Liaison will be necessary with the White House, State Department, Army, Navy, Air Force, Atomic Energy Commission and Central Intelligence Agency on a continuous basis. Liaison with other agencies will be necessary from time to time on a non-critical basis.

- c. Have you knowledge of other agencies' plans?

Answer: Yes, insofar as key personnel are concerned in the White House, State Department, CIA, Civil Defense, and National Defense.

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

- d. Describe your plan for gathering information from your field agencies, and transmitting reports to higher authority.

Answer: Through utilization of Bureau's radio network covering all 52 field installations and telephone and teletype facilities whenever and wherever wire communications are available.

- e. Describe briefly the reports that are to be rendered (up-and-down channels) without call.

Answer: The only reports to be immediately rendered are those affecting the Nation's security with increase to other reports as conditions permit.

13. PUBLIC RELATIONS:

- a. Describe your planning to maintain the necessary public relations, including keeping the public informed of what is going on.

Answer: An official of the Bureau has been designated to handle public relations matters if Bureau is unable to operate as usual through the present office of the Department of Justice.

14. DRILL OR TRAINING:

- a. Do you have a written, approved plan covering all of the above?

Answer: Yes.

- b. Indicate what phases of your plan have not been disseminated within your agency.

Answer: Pertinent phases of this plan have been discussed with the supervisory officials of the Bureau and field officials of the Bureau have been advised of their responsibilities under this plan. All divisional offices in the service have had their plans completed for some time and can go on the war basis immediately. Arrangements at the Seat of Government are such that immediate dissemination of the plan to every employee of the agency can be made without any delay whatsoever.

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

- c. Has your plan been fully coordinated, as appropriate, with the District of Columbia local civil defense?

Answer: Insofar as this Bureau's plans are concerned, matters of joint interest will be discussed with the District of Columbia local civil defense.

- d. Indicate any test drill, exercises, or training you have conducted to gain experience with your plan.

Answer: Furnished first-aid training to selected personnel, however, no actual drills have been utilized.

15. GENERAL:

- a. Add any data or amplification desirable to explain any of the above or adequately outline your unique problems. Likewise, cover any areas not covered above.

Answer: No additional information.

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

October 11, 1951

MEMORANDUM FOR MR. TOLSON
MR. NICHOLS
MR. CLEGG
MR. GLAVIN

3:01

Today I returned Admiral Souers call. Admiral Souers stated that he, Mr. George Elsey, and Mr. David Stowe had had a little session with the President concerning the proposed National Academy School to be used also as the Bureau's war relocation setup in the event of an emergency, about which we had talked several days ago. Admiral Souers said the President looked on this plan with favor and he thought the next thing to do now would be to get the plan worked up so it would be suitable for budgetary purposes, in other words, he thought the plan could be gotten under way. He stated that the next step would be to contact the Attorney General and advise him of the plan and he asked my advice as to when and how we should contact the Attorney General about the matter. I stated that I had already spoken to Mr. McGrath very generally about the matter, since I felt the President might mention it to the Attorney General, and the Attorney General indicated at the time that it made sense to him. I suggested that the Admiral just mention to the Attorney General the next time he saw him, in an informal manner, the proposal that we had discussed, and that no doubt in a short while it would be coming through for his consideration and estimate of it. Admiral Souers suggested that on the basic program, we make estimates on money, what we expect to have in the school finally, i.e. school capacity and the type of planning we are going to have for the school, and the money end of getting the people there, and what the estimate cost will be. He stated this would be something that would come formally through regular channels to the Budget Bureau. I told the Admiral that the only thing I need^{ed} was the "green light" from the White House to make a move on it and the Admiral stated he thought it was time to begin to get the program ready as he thought the President would want to cover it in his State of the Union message.

Admiral Souers stated there might be some phases of it we would want to discuss informally with George Elsey and David Stowe of the White House and in the meantime he would alert them that Mr. Clegg would probably be in touch with them concerning the program. I stated I would start getting it into final form and when I sent it through to the Department I would let the Admiral know so the Budget Bureau could be alerted.

SENT FROM D. O.

TIME 4:57 PM

DATE OCT 11/51

BY [Signature]

EX - 28

Very truly yours, OCT 12 1951

John Edgar Hoover
Director

RECORDED COPY FILED IN 1-1-9149

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson
FROM : L. B. Nichols

DATE: September 26, 1951

SUBJECT:

Reference is made to the letter from the President to the Director dated September 25, 1951, regarding the President's request to Mr. David H. Stowe of his staff to discuss with the Director plans to assure the continued operation of essential Government agencies under times of emergency such as enemy attack.

The President here is referring to the activities of the Ad Hoc Committee on Alert Planning, set up by the National Security Resources Board, which Committee consists of representatives from the State Department, Defense Department, Federal Civil Defense Agency, CIA and the FBI. Supervisor O. H. Bartlett since February 1951 has been meeting with this Committee on matters of interest to the FBI.

Specifically, this Committee through Colonel Howard F. Bronson on August 6, 1951, by letter to the Director, requested an organizational chart of the FBI together with a lengthy and detailed, technical questionnaire which was to be filled out by the Bureau to show what the Bureau's planning was for proposed operations in the event of an emergency at an alternate headquarters. The information from the FBI and other agencies on the Committee was to be compiled in book form for the President and Mr. David H. Stowe, administrative assistant to the President, had delegated the job of gathering the information to Colonel Bronson.

The Executives Conference on August 15, 1951 recommended, and the Director agreed, that since the President desired to have the information which the Bureau had up to this point not furnished to anyone else, that steps would be taken to secure all the detailed, technical data called for in the questionnaire.

Mr. Bartlett has advised that Colonel Bronson told him informally last week that only two of the questionnaires have been returned to the White House and that the agencies not completing the questionnaires so far have indicated it would be another three to four weeks before they would complete their questionnaires. Mr. Bartlett states he told Colonel Bronson the

cc: Mr. Ladd
cc: Mr. Glavin
cc: Mr. Laughlin

JJM:hmc

65 OCT 25 1951

RECORDED-77

164-812381-44
OCT 25 1951
142 4 30 PM '51

Remoto Tolson
Wey 10/1/51

EX-83

10
11/1/51

BUREAU WAR PLANS Emergency Headquarters FAX 508

Memorandum to Mr. Tolson

September 26, 1951

Bureau's questionnaire would be completed before then.

The Administrative Division will be able to complete the questionnaire as soon as all necessary information is received from other Divisions. The data necessary for completion of the questionnaire is now being assembled.

Mr. Bartlett feels that the letter from the President was dictated by Stowe as a tickler follow-up so that the Bureau's questionnaire would be quickly completed and returned to the Ad Hoc Committee.

A suggested reply to the President is attached.

Why has it taken so long?
It's now over a month.

H.

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR
 FROM : EXECUTIVES CONFERENCE
 SUBJECT: WAR PLANS

DATE: 10/15/51

BUREAU WAR PLANS Emergency Headquarters
FOR SAC

The Executives Conference on 10/15/51, Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Gearty, McGuire, and Clegg, considered the status of the Bureau's evacuation program. Much is yet to be done. A great deal is being done that has not been brought to completion. Mr. Glavin is in charge of all aspects of the evacuation program including (1) the evacuation from offices to the air-raid shelter in the event of an air-raid and (2) evacuation of selected portions of personnel, records & equipment from the City of Washington.

Mr. E. D. Mason is General Coordinator of War Plans.

It was felt that there is so much detail work to be performed in order to complete the plans for evacuation that this work for the time being would require the full-time services of one man. Mr. Frank J. Holmes was recommended and unanimously approved for this full-time assignment until the arrangements are complete. He is assigned to the Training Section of the Training & Inspection Division.

Respectfully,
 FOR THE CONFERENCE

C. Tolson

EX - 120

O.K. I want a legal
 line set. This should
 not drag along. I want
 monthly status reports

RECORDED - 41

166-17381-45

OCT 23 1951

13

OCT 30 1951
 HANDLED BY
 STOP DESK OF MR. TOLSON
 FBI
 FILED IN 100-45

HHC:HD

CC - Mr. MOHR

Mr. CLEGG

NOV 6 1951

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON *Vim*

DATE: October 13, 1951

FROM : W. R. GLAVIN *W*SUBJECT: *O*

Bureau War Plans Emergency
Headquarters FOR SOG

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

In conformity with the Director's instructions, I proceeded to Warrenton, Virginia on Friday, October 12, 1951, for the purpose of looking into the availability of the Chrysler estate there. I was accompanied by Messrs. Conrad and Parsons of the Laboratory and Mr. Sloan of Quantico.

Some difficulty was encountered in connection with this particular matter since upon arrival in Warrenton, I ascertained that the real estate dealer who had first furnished the information to us that the Chrysler estate was for sale had died suddenly last week. He ran a one man real estate office and had no other associates with whom this matter could be discussed. I ascertained the administrator of the estate and upon checking at the County Court House, it was ascertained that he undoubtedly could be reached at the CIA school at Warrenton.

Blind inquiry at the CIA school reflected he was a guard at that place and no further effort was made to contact him.

I located a reputable real estate dealer, [redacted] who stated that he too had been given authorization to discuss the possible sale of the Chrysler estate. With [redacted] we made a tour of the estate which covers some 3400 acres. [redacted] also exhibited to us other land in that particular area some of which was very good with the exception of the fact sufficient housing was not available on the land in question. None of the other land exhibited had the acreage of the Chrysler estate.

b6
b7C

Every effort was made to secure a plat of the Chrysler estate but after a lengthy search such a plat could not be found. [redacted] is going to endeavor to secure a plat of this entire property.

b6
b7C

An effort was made by the real estate representative to make arrangements for me to inspect the main building on the estate, however, he could not get in touch with the manager of the estate up until approximately 6:00 P.M., and called me at my home last evening. He stated that the Chryslers were having

WRG:JC

OCT 25 1951

RECORDED - 41

166-17381-46
 OCT 23 1951
 16

Memo for Mr. Tolson - Continued.

a large gathering at the estate over the week-end and no arrangements could be made to see the interior of the main building until after Sunday. He is going to call me and advise me when I can look through the main building in question. This will be early next week, Monday if it can be arranged.

✓ JPM

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

FROM : W. R. GLAVIN

SUBJECT: RELOCATION QUARTERS FOR BUREAU
WARRENTON, VIRGINIA

DATE: October 13, 1951

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

BUREAU IN AR PLANS Emergency Headquarters
FOR SOG

Supplementing my memorandum of this morning, I wish to advise that [redacted] real estate agent at Warrenton, Virginia, telephonically communicated with me at approximately 10:30 A.M. this morning and stated that he had made arrangements with [redacted] of the Chrysler estate to discuss this matter at noon today. He asked if I could proceed to Warrenton which I immediately did, arriving there at approximately noon.

I had opportunity of meeting Mr. Chrysler, Jr., and discussed with [redacted] and the real estate man on a confidential basis the interest the Bureau has in the estate. Mr. Chrysler personally conducted me through the main building. He advised me he did not know how many rooms were in the house since they keep adding and changing rooms from time to time.

Thereafter I had opportunity of visiting other houses on the estate in company with the [redacted] and the real estate dealer, [redacted]. From an inspection of the main house and other properties on the land, I am of the firm opinion that this is the type of property we could use. I feel it would take a minimum amount of money to set up housing needs on the estate. As I mentioned in my previous memorandum, I feel that the land is entirely satisfactory for range and radio installations. In discussing this matter in detail with Mr. Chrysler, he pointed out he is not desirous of making any money on the sale of the estate. He advised me that he does not have the estate on the market, but that he would consider the sale if satisfactory arrangements could be made.

He advised me that so far as he can recall, he had put in about 4 million dollars on the estate and he stated that he felt he should be able to secure that amount for the estate on sale. His auditor did not know the exact figures as to the amount put into the estate, however, he is going to secure such figures for me. For all practical purposes, however, it appears that the figure will be around 4 million dollars rather than 3 million dollars which we were formerly led to believe would be the cost of the estate. I frankly feel, however, that this amount would be reasonable, considering the facilities available on the estate.

WRG:JC

RECORDED - 41

INDEXED - 41

OCT 30 1951

OCT 22 1951

15 3

Memo for Mr. Tolson - Continued

at the present time, the size of the estate, and the fact that it could be made entirely satisfactory for the Bureau's use with far less expenditure than any other location or any other property I have heard of up to the present time.

I was able to secure an aerial map which is some years old and an outlined map of the estate.

I am having these two maps photographed and I must return the originals to [redacted]. In the meantime, [redacted] is going to endeavor to secure a new aerial map of the property and I have also requested that the floor plans of the main building particularly be secured if they are available.

b6
b7C

Both Mr. Chrysler, Jr., and [redacted] were very cooperative and stated that they will be glad to further discuss this matter with me at any time. Mr. Chrysler stated he of necessity would have to go to New York City next week, but he would be available on short notice thereafter.

Mr. Chrysler asked me to extend to the Director his personal greetings and regards. He also wanted to be remembered to the Attorney General. He stated that the Attorney General has visited at his estate on a number of occasions in the recent past. He was very high in his praise of the Director's administration of the Bureau.

I feel that with the contacts I have made with Mr. Chrysler and [redacted] that we would have a minimum of difficulty in dealing with them in the future. I hope to get the up-to-date aerial map which would show all of the buildings on the estate as well as the plans of the main building early in the week and I will continue to personally handle this matter on top priority basis until it is settled.

b6
b7C

VJPM

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. HARBO *RHB*

DATE: October 2, 1951

FROM : I. W. CONRAD *IWC*SUBJECT: WAR PLANS;
ALERT PLANNING FOR PROTECTION
OF GOVERNMENT PERSONNEL

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Tele. Room _____
Nease _____
Gandy _____

Referral/Consult _____

REFERENCE

Reference is made to a memorandum addressed to
members of the AD HOC Committee on _____

Reference is also made to my memorandum of July 10, 1951, reporting on a conference with Mr. Kullenberg concerning FBI participation in the microwave system, suggesting that the FBI might wish to consider tying into the microwave system at the location of the Bureau main station.

SUGGESTED COURSE OF ACTION

The memorandum from the National Security Resources Board requests comments from each member. It is my understanding that for security reasons, the Bureau does not desire at this time to name Shepherdstown as its ultimate headquarters relocation center. The purpose, of course, of the "Security Agencies Microwave System" is to provide emergency communication between the relocation centers of the "critical" agencies. Accordingly, if some other point than Shepherdstown is named as our microwave tie-in point, it will be incumbent upon the Bureau to provide emergency communication between Shepherdstown and the point where tie-in to the microwave net is established.

My memorandum of July 10, 1951, suggesting that tie-in be made at our main radio station was predicated upon the fact that we would maintain some emergency communication between Shepherdstown and our main station in any event. Since it now appears that considerable time may elapse before the radio station move to a

IWC:jo

RECORDED - 65

EX-79

66-12381-49

COPIES DESTROYED

10 SEP 30 1969

Bureau War Plans Emergency Headquarters

suitable location in Virginia will be made, it is pointed out that possibly the same objectives may be achieved by locating our microwave tie-in point sufficiently close to Shepherdstown that ready wire or radio communications might be established (as, for example, at Charlestown, Martinsburg, etc.), and yet sufficiently far from Shepherdstown that in the event of a security leak, the name of Shepherdstown would not be identified with the actual location of the microwave equipment. It is pointed out in this connection that the closer such microwave tie-in point is to Shepherdstown, the greater will be the certainty of continuous communication with Shepherdstown. If the objective is to eliminate mention of Shepherdstown, the microwave tie-in point would obviously have to be closer to some other community than to Shepherdstown, so that it would be associated with the name of that community. However, if the objective were merely to avoid association with the specific school or other organization in Shepherdstown, possibly it would be sufficient simply to have the microwave facilities erected just outside the city limits of Shepherdstown.

RECOMMENDATION

Since a decision as to the best method of handling the NSRB inquiry undoubtedly involves many nontechnical factors not known to me, I do not feel in a position to recommend such a course of action but merely wish to suggest it as a possible course of action for consideration by the Bureau with the thought that it might solve some of the present problems.

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

FROM : The Executives Conference

SUBJECT: WAR PLANS
SECURITY AGENCIES
MICROWAVE SYSTEM

DATE: October 6, 1951

DURING WAR PLANS Emergency Headquarters
FOR SOG On October 4, the Executives Conference consisting of Messrs. Ladd, Glavin, Tracy, Belmont, Mason, Gearty, Sizoo, Laughlin, Mohr, Rosen and Parsons considered the Bureau's link in the security agencies microwave system.

Referral/Consult

Tolson ☒
Ladd ☒
Clegg ☒
Glavin ☒
Nichols ☒
Rosen ☒
Tracy ☒
Belmont ☒
Mohr ☒
Nease ☒
Gandy ☒

At that time the committee was not informed of the location of our emergency headquarters because other arrangements had been made to advise the White House and also because we did not intend to have any personnel assigned at our emergency headquarters in Shepherdstown. We, therefore, advised the NSRB representative that our link in the communication system would be at our main radio station which we were planning to relocate in nearby Virginia.

Referral/Consult

A memorandum has now been received from the National Security Resources Board outlining

It was proposed to the Conference that since we were now advising NSRB in a war plans memorandum that our emergency relocation headquarters will be at Shepherdstown, Virginia, we so advise the committee arranging these communications. The Conference considered that if the Bureau decides to erect the necessary tower and install the equipment to tie into the microwave system this could be done at

cc - Mr. H. H. Gregg

Mr. [unclear]

DJR:VH

RECORDED - 65

EX-79

66-17381-50

Memorandum for the Director

Shepherdstown without disclosing the nature or purpose of the equipment. The tower would be similar to that used in television and other ultra-high-frequency radio relays. If the Director approves we will advise the committee and await their recommendation on equipment, after which an additional proposal will be submitted for the Director's approval.

Respectfully,
For the Conference

OK.

B.

Clyde Tolson

I have instructed
Mr. Parsons to confer
with Colonel Bronson
of the National
Security Resources
Board concerning
the Bureau installation
at Shepherdstown.

←

1079

But why has it taken
so long to arrive at this
decision. By the time I
got this memo I had
already been contacted
by Mr. Stone & Ad. Damer
I asked to do what is now
recommended. K.